DOCUMENTS DEPARTMENT

5/S

DOCUMENTS

SAN FRANCISCO
PUBLIC LIBRARY

REFERENCE
BOOK

Not to be taken from the Library

MAY 8 1996

SAN FRANCISCO PUBLIC LIBRARY

3 1223 90205 1755

SF
376
2
4/92

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

LIBRARY COMMISSION MINUTES
FEBRUARY 4, 1992

The regular meeting of the San Francisco Public Library Commission was held Tuesday, February 4, 1992 in the Lurie Room, Main Library

I. Call to Order

The meeting was called to order at 4:30 P.M. by President Coulter.

II. Roll Call

The following Commissioners were noted present: Commissioners Carlson, Chin, Coulter, Romines, and Sanger. Commissioners Kalil and Swig were excused

DOCUMENTS DEPT.
MAR 2 - 1992
SAN FRANCISCO
PUBLIC LIBRARY

III Consent Calendar

It was moved by Commissioner Carlson and unanimously approved that Resolution #1581, approval of temporary, exempt and non-Civil Service appointments for the month of January 1992, be adopted.

IV. President's Report

A. President Coulter announced that former Library Commissioner, Maurice Englander, suggested that the Noe Valley Branch be renamed in honor of the memory of the late Sally Brunn.

A community meeting was held at the branch and there was total support for renaming the branch.

Today several people spoke of the energy and countless hours Sally Brunn gave to the Library, Keep Libraries Alive, and the Friends of the Library. All who spoke supported renaming the Noe Valley Branch to honor Sally Brunn.

It was moved by Commissioner Chin and unanimously approved that Noe Valley Branch be renamed "**Noe Valley - Sally Brunn Branch**".

Digitized by the Internet Archive
in 2014

https://archive.org/details/minutesofregular1992sanf

B. President Coulter suggested that the Planning Committee review the policy on naming library rooms/buildings since the current policy includes only the new main library and omits branches.

C. President Coulter appointed Commissioners Carlson, Chin, and Sanger to the nominating committee for election of officers for 1992.

V. City Librarian's Report

A. Kathy Page, Chief of Facilities Development, reported that certification of the EIR for the new main will occur on February 27, 1992. The Arts Commission will decide on the placement of the Pioneer Monument as soon as the EIR is is certified.

The Building Trades Council has expressed pro-bono support for the removal of the building at 100 Larkin Street.

Groundbreaking for excavation of the new main library site is set for April 23, 1992.

The $1.5 million art enrichment program for the new main is within budget.

Presidio Branch reopened on January 28 and Park Branch will reopen February 10. Renovation and seismic strengthening at both branches have been completed. Sunset Branch will close for renovation on February 8.

B. Ed McBride, Automation Coordinator, reported that the Board of Supervisors has received Human Rights approval for award of the contract to DEC for the new computer system.

C. Kenneth Dowlin, City Librarian, reported that approximately 30 staff members will be taking advantage of the city's 3 plus 3 early retirement. This will result in an unprecedented staff shortage throughout the library since these retirements must take place prior to March 30. Various strategies must be studied to cope with decreased staffing levels.

D. Toni Bernardi, Coordinator of Children's Services, reported that the library has requested funding under Proposition J. Service goals include increased library hours for children and offsite library services.

2 36708 SF: ECONO JRS

Commissioner Sanger requested that once definite directives have been issued for Proposition J, specific proposals for library participation be reviewed by the Finance and Operations Committee.

E. The Friends of the Library are sponsoring reopening parties at Presidio Branch on February 12, 5-7 PM and at Park Branch on February 22, 1-3 PM.

F. A reception for the opening of Black History exhibit will be held on February 11 from 5:30 to 7:30 PM, second floor rotunda, Main Library.

VI. **Finance and Operations Committee Report**:
Commissioner Carlson

A. It was moved by Commissioner Carlson and unanimously approved that Resolution #1582, acceptance of a $6,000 gift from the Theodore Johnson Foundation be adopted. (full text attached).

B. It was moved by Commissioner Carlson and unanimously approved that Resolution #1583, authorizing the City Librarian to apply for, accept and expend funds not to exceed $745,000 for public library construction be adopted. (full text attached).

C. Commissioner Carlson reviewed events which led to committee evaluation of the meeting room policy. The committee suggested changes to the policy within the framework of the concern expressed by the public over NAMBLA (North American Man/Boy Love Association) meetings at the Potrero Branch. Specific changes include posting of a 72-hour advance notice of all meetings held in the library, all meetings be open to the public, library staff may monitor meetings, application for use of meeting rooms will be considered a public document and must be filed one week in advance of the meeting, and that meeting space will be assigned to a group on a system-wide basis.

Several individuals expressed their views about NAMBLA and various changes were suggested to the current draft of the meeting room policy.

It was moved by Commissioner Sanger and unanimously approved that the draft of the meeting room policy be accepted and that final revisions which incorporate some ideas expressed today be considered by the full

Commission at the Special Commission meeting scheduled for February 18.

D. It was moved by Commissioner Carlson and unanimously approved that public service hours at the Library for the Blind be approved as submitted. (Copy of hours attached to file copy of these minutes).

E. Commissioner Sanger reported that the Sixth Army in the Presidio has expressed interest in transferring their library collection to the San Francisco Public Library as they disband their units.

It was moved by Commissioner Sanger and unanimously approved that the Library Commission would be honored and would enthusiastically accept the library collections housed in the Presidio library.

F. Commissioner Carlson reported that on February 11, the Commission would review budget strategies involving a 10% reduction of general fund support for FY 1992/93.

VII. Planning Committee Report:
Commissioner Kalil

President Coulter asked that the Strategic Plan discussion be carried over to the March meeting.

VIII. New Business
None

IX. Public Comment
None

There being no further business to discuss, the meeting was adjourned at 7:00 P.M.

The next regular meeting of the San Francisco Public Library Commission will be held on Tuesday, March 3, 1992 at 4:30 P.M. in the Lurie Room, Main Library.

Richard Walsh

Richard Walsh, Secretary
Library Commission

C:\WP50\LibComm\minfeb

Public Library Commission

February 4, 1992

Resolution #1581

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JANUARY, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JANUARY,1992.

RESOLVED, that in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of January, 1992 be approved:

3602 Library Page

Cavalier, Anton
Cravotta, Dave
Daggs, Shay
Green, Anita
Ho, Mei Mei
Morrison, Jay
Owens, Dwayne
Sayyed, Taufig
Scofield, Stewart

3630 Librarian I

Lynds, Katherine
Ritter, Jane

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Ali, Shabnam
Ramil, Robert

F
76
-2
3/92

City and County of San Francisco
Public Library Commission

DOCUMENTS DEPT.
APR - 9 1992
SAN FRANCISCO
PUBLIC LIBRARY

FRANK M. JORDAN
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

LIBRARY COMMISSION MINUTES
MARCH 3, 1992

The regular meeting of the San Francisco Public Library Commission was held Tuesday, March 3, 1992, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:30 P.M. by President Coulter.

II. Roll Call

The following Commissioners were noted present: Commissioners Carlson, Chin, Coulter, Kalil, Romines, and Swig. Commissioner Sanger was excused.

III. Approval of Minutes

It was moved by Commissioner Carlson and unanimously approved that the minutes of the meeting of February 4, 1992, be approved as submitted.

IV. Consent Calendar

A. It was moved by Commissioner Carlson and unanimously approved that Resolution #1584, approval of temporary, exempt and non-Civil Service appointments for the month of February 1992 be adopted. (Resolution #1584 attached)

V. President's Report

A. Commissioner Carlson reported that the nominating committee met this afternoon and recommended that the current Commission President and Vice Presidents serve as officers for 1992.

It was moved by Commissioner Carlson, and

unanimously approved, to elect Commissioner Coulter, President; Commissioner Kalil, 1st Vice President; and Commissioner Romines, 2nd Vice President, for 1992.

B. President Coulter presented a video tape from the 1991 White House Conference on Library and Information Services.

He also submitted the Summary Report of the Conference which includes 95 recommendations adopted by the delegates, to build library and information service institutions into a pathway for new ideas.

VI. City Librarian's Report

A. Mr. Dowlin distributed copies of budget materials which were recently sent to Mayor Jordan detailing budget reduction strategies for FY 1992-93. (Copy attached to file copy of these minutes.)

B. Linda Geistlinger, Main Children's Room, displayed newly designed book plates which will be placed in each book of the Effie Lee Morris Historical and Research Collection of Children's Literature.

Effie Lee Morris, first San Francisco Public Library Coordinator of Children's Services, explained how this collection started in 1963. She presented several out-of-print children's books which will be added to this admirable collection. Ms. Morris encouraged staff to continue to strive for excellence even though it appears the library will experience another year of inadequate budget support.

President Coulter thanked Ms. Morris for her many contributions to the library and for her leadership in enriching the lives of the children of San Francisco.

Ms. Morris commended Joan Jackson, Western Addition Branch, on the previous Sunday's program on "Unsung Heroes."

C. On the recommendation of the City Librarian, it was moved by Commissioner Chin and unanimously approved that Resolution #1585 be adopted.

Resolution #1585

Authorizing the City Librarian to apply for funds not to exceed $879,935 available through the California State Library from Title II of the Library Services and Construction Act for Public Library construction, which includes indirect costs in the amount of $43,997 or five per cent of the total. (Resolution #1585 attached)

D. It was moved by Commissioner Kalil and unanimously approved that Resolution #1586 be adopted.

Resolution #1586

Acceptance of gift from the Library Foundation of San Francisco of $823,012 for design services for the new main library. (Resolution #1586 attached)

E. Ed McBride, Automation Coordinator, reported that the contract for the new automated system is currently going through the authorization process. Digital Equipment Corporation will be installing equipment later this month. The first phase of the project will encompass replacing the CLSI circulation system.

Mr. McBride will arrange for a demonstration of the new system for next month's Commission meeting.

F. Mr. Dowlin announced that service impacts resulting from the early-retirement program will be discussed at the Finance and Operations Committee later this month.

G. Audrey Powers, Chief of Main office, presented a list of recent and future exhibits at the main library. She expressed appreciation to President Coulter and Pacific Bell for their assistance in providing Schomburg's "New World Africans: 19th Century Images of Blacks in South American and the Caribbean." (Exhibit list attached to file copy of these minutes)

VII. Finance and Operations Committee Report:
Commissioner Dale A. Carlson

A. Russell Able, Bureau of Architecture, explained that he had met with Laura Wagner Lockwood, CAO financial advisor. Ms. Lockwood has reviewed both the current bond market and projections for interest on library bond sales. She advised Mr. Able that the remaining bonds should be sold as quickly as possible to realize a target of $8.4 million in interest earnings on the bonds.

Mr. Able recommended selling the remaining bonds for the new main library at an estimated 6 per cent interest rate.

It was moved by Commissioner Carlson and unanimously approved that Department of Public Works is authorized to proceed with the sale of $84,500,000 remaining in library bonds.

B. It was moved by Commissioner Carlson and unanimously approved that Resolution #1587 be adopted.

Resolution #1587

Accepting a gift from the Library Foundation of San Francisco in behalf of the San Francisco Building and Construction Trades Council for services valued at $125,000 for the demolition, asbestos abatement and removal of debris of the structure known as 100 Larkin Street on Marshall Square in Civic Center. (Resolution #1587 attached)

Commissioner Carlson noted that this gift allows the library to fund other projects in the new main which would otherwise be funded by the Library Foundation. Commissioner Carlson stated that this gift illustrates the broad support which exists for the new main library.

C. Kathy Page, Chief of Facilities Development, detailed the efforts made by Bureau of Architecture in advertising the availability of the building at 100 Larkin Street. The historic preservation community was notified of the

opportunity to relocate the building. The notice of intent for removal of the structure was placed in the San Francisco Independent but the Bureau of Architecture did not receive any suitable offers.

VII. Planning Committee Report:
Commissioner Jean Kalil

A. Commissioner Kalil summarized comments from the three recent public hearings on the strategic plan.

Comments and concerns included:

- The plan should be more pro-active
- Document is hard to understand
- Document should state its purpose at the beginning
- Document should demonstrate a commitment to the system as a whole
- Goals/objectives should be clearly defined
- Mission statement should contain the word "books" and make reference to education and learning
- Goals should be prioritized and there should be a goal related to accessibility to the library system as a whole
- Coordination of efforts with schools
- Basis for developing special collections; associated high cost of maintenance of the collections
- Need to build a constituency for systemwide support
- Budgetary constraints
- Establish priorities for expenditure of resources
- Plan should address benefits of technology versus costs
- Patrons need to feel comfortable with computers
- Automation costs to be balanced with the main purpose of the library which is to provide books and information
- Document needs to incorporate the word "neighborhood" when discussing branches
- More focus on branches
- What are potentials for additional funding
- Art work in new main should reflect ethnic collections

B. Neel Parikh, Chief of Branches, explained the library plan of service for Mission Branch relative to expansion of the building and services to the community.

Goals for developing the plan of service included: community awareness, equal service and community partnerships.

Projected services in the renovated Mission Branch include:

- Over 50,000 books for adults in Spanish (30%), English, Chinese, and Vietnamese for informational and recreational needs
- Over 20,000 books for children in Spanish, English, Chinese and Vietnamese
- Over 165 magazines and newspapers in Spanish and English, covering Latin America and the United States
- Latino interest and culture collection of over 5,000 books and audiovisual materials
- Resources for learning English as a Second Language, Spanish literacy, career and citizenship information
- Over 800 video and 1,500 audio cassettes in Spanish and English for all ages
- Bilingual (Spanish speaking) staff on duty during all open hours
- Microcomputers for children and adults
- Typewriters for public use
- Space for private tutoring use
- Multi-purpose space for tutoring, listening to recordings, microcomputers and typewriters
- Area in Children's Room which can be closed off to seat 75 children for films and special programs
- Collection, services and special area designated for teenagers
- Reading Room seating capacity for 75 adults and 50 children
- Youth internships and training programs for Latino youth through after-school, summer-work and volunteer programs
- Information in Spanish and English about the Mission, Latin America, Latin Americans, Latin American literature,

holidays and customs for adults and children
- Bilingual programs and outreach for preschool and school-age children, their parents, and teachers
- Information, referral and computer networking for Mission District and Latino community agencies and groups
- Posting area for notices and flyers announcing community-agency activities, classes and cultural events
- After school services and programs for children
- Cultural and educational programs for adults
- Visits to and from English as a Second Language classes to learn about the library and its services
- Display area for art and cultural exhibits for adults and children
- Separate bathroom for children's room and community room
- Participation in community street fairs
- Publication of the quarterly library newsletter "Libro Abierto"
- Provide internship opportunities for Latino library school students

It was moved by Commissioner Romines and unanimously approved that the Mission Branch Renovation-Library Plan for Service be adopted. (Full text is attached to file copy of these minutes.)

Commissioner Swig departed at 5:55 P.M.

IX. **New Business:**

Commissioner Carlson and Commissioner Romines will host eight public hearings on the library budget throughout the month. Hearings will be held in the main library and the following branches: Noe Valley, Merced, Bernal, North Beach, Anza, Potrero and Parkside.

X. **Public Comment**

A. A patron expressed her opinion on recent publicity

involving use of Potrero Branch library by N.A.M.B.L.A.

Commissioner Chin departed at 6:05 P.M.

B. Winchell Hayward asked if the library will receive all of the $84.5 million of bond funds that were approved today. Commissioner Carlson responded that the library will receive the $84.5 million plus interest accrued before the funds are spent.

C. Commissioner Romines commended Western Addition branch staff and others who contributed to the recent recognition ceremonies for African American heroes.

D. Commissioner Romines reminded Commissioners that Technical Services is a vital element to maintaining main and branch library services. This message should be included in all budget hearings and discussions.

There being no further business to transact, the March 3, 1992, regular Commission meeting was adjourned at 6:10 P.M.

The next regular meeting of the San Francisco Public Library Commission will be held on Tuesday, April 7, 1992, at 4:30 P.M. in the Lurie Room.

Richard Walsh

Richard Walsh, Secretary
Library Commission

Resolution #1584

APPROVAL OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF FEBRUARY, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF FEBRUARY, 1992.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month February, 1992 be approved:

3602 Library Page

Berger, Jamie
Kennedy, Karen

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

None

Resolution #1585

[GRANT - FEDERAL FUNDS]

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR FUNDS NOT TO EXCEED $879,935 AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM TITLE II OF THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR PUBLIC LIBRARY CONSTRUCTION, WHICH INCLUDES INDIRECT COSTS OF THE AMOUNT OF $43,997 OR FIVE PERCENT OF THE TOTAL.

WHEREAS, The California State Library has federal Library Services and Construction Act funds available to expand and improve public library facilities in areas where these facilities are inadequate, and

WHEREAS, Funding priorities will be for projects serving communities whose minority populations significantly exceed the state average, and

WHEREAS, The Mission Branch Library addition and remodeling project is eligible for this funding and is in need of expansion and efficiency renovations beyond the scope of work covered by The Library Improvement Bond of 1988, and

WHEREAS, This program requires at least 50% in non-federal matching funds which The San Francisco Public Library will provide with funds available through the Library Improvement Bond of 1988; now, therefore, be it

RESOLVED, That the City Librarian is authorized to apply for funds not to exceed $879,935 available from the California State Library from Title II of the Library Services and Construction Act for Public Library Construction.

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

Resolution #1586

[ACCEPTANCE OF GIFT]

ACCEPTING A GIFT TO THE SAN FRANCISCO PUBLIC LIBRARY OF $823,012 FROM THE LIBRARY FOUNDATION OF SAN FRANCISCO FOR DESIGN FEES ASSOCIATED WITH CARPETING, BOOKSTACKS AND OTHER ELEMENTS OF THE NEW MAIN LIBRARY.

WHEREAS, A new main library will be constructed on Marshall Square in Civic Center; and,

WHEREAS, Funding for construction of the new main library is provided by the proceeds of general obligation bonds (Proposition A) approved by the voters in 1988; and

WHEREAS, Legal restrictions on the use of bond proceeds do not allow these funds to be used to pay for design of interior elements of the building; and

WHEREAS, The Library Foundation of San Francisco has offered to provide to the San Francisco Public Library funds in the amount of $823,012 to pay for costs associated with design of carpeting, bookstacks and other elements for the new main library; now, therefore be it

RESOLVED, That the Library Commission does hereby accept funds in the amount of $823,012 to be applied to the costs associated with design of carpeting, bookstacks and other elements from the Library Foundation of San Francisco; and be it

FURTHER RESOLVED, That the Library Commission hereby expresses its gratitude to the Library Foundation of San Francisco for its generosity.

Resolution #1587

[ACCEPTANCE OF GIFT]

ACCEPTING A GIFT FROM THE LIBRARY FOUNDATION OF SAN FRANCISCO ON BEHALF OF THE SAN FRANCISCO BUILDING AND CONSTRUCTION TRADES COUNCIL FOR SERVICES VALUED AT $125,000 FOR THE DEMOLITION, AND REMOVAL OF DEBRIS OF THE STRUCTURE KNOWN AS 100 LARKIN STREET ON MARSHALL SQUARE IN CIVIC CENTER.

WHEREAS, A new Main Library will be constructed at Marshall Square in Civic Center; and

WHEREAS, Excavation of the Marshall Square site is scheduled to begin in May, 1992; and

WHEREAS, The City's request for relocation offers for the structure known as 100 Larkin Street has received no interest response; and

WHEREAS, The San Francisco Building and Construction Trades Council, which built the structure known as 100 Larkin Street with donated labor in 1941, has offered to demolish the structure and remove material and debris from that site, without compensation, except for reimbursement for any insurance required for this work; and

WHEREAS, This gift will enable the Library to use funds that would be spent on this demolition to upgrade the new Main Library's interiors by this amount, as detailed in the Projection Cost Budget, amended September 12, 1991; and

WHEREAS, The Library Foundation of San Francisco serves as the principal source of private funding for the new Main Library project; now, therefore be it

RESOLVED, That the San Francisco Public Library Commission and the Board of Supervisors of the City and County of San Francisco do hereby accept the generous offer of the Library Foundation of San Francisco on behalf of the San Francisco Building and Construction Trades Council, valued at $125,000, for the demolition of 100 Larkin Street and removal of materials and debris from this site; and, be it

FURTHER RESOLVED, That there will be no compensation associated with these services, except for reimbursement for any insurance required for this work; and, be it

FURTHER RESOLVED, That the Board of Supervisors expresses its gratitude for the San Francisco Building and Construction Trades Council for its public spirited generosity in support of the City's new Main Library.

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

DOCUMENTS DEPT.
MAY 02 1992
SAN FRANCISCO

LIBRARY COMMISSION MINUTES
APRIL 7, 1992

The regular meeting of the San Francisco Public Library Commission was held on Tuesday, April 7, 1992, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:55 PM by President Coulter.

II. Roll Call

The following members were noted present: Commissioners Chin, Coulter, Kalil, and Romines. Commissioners Carlson, Sanger, and Swig were excused.

III. Approval of Minutes

The Commission unanimously adopted Commissioner Romines' motion that the minutes of the meeting of March 3, 1992, be approved as submitted.

IV. Consent Calendar

The Commission unanimously approved Commissioner Romines' motion that Resolution #1588, approval of temporary, exempt and non-Civil Service appointments for the month of March 1992 be adopted. (Resolution #1588 attached)

V. City Librarian's Report

A. Mr. Dowlin described the redraft of the Affirmative Action Plan that was officially adopted in 1989. He noted that the goals remain the same in the redraft, and that staff recommends

a reaffirmation of the goals with the inclusion of specific strategies such as seeking funds from the Friends of the Library in order to provide ethnic-minority scholarships for library school, and to offer San Francisco Civil Service librarian examinations at library conventions in order to raise minority participation.

Commissioner Romines moved to adopt the Affirmative Action Plan, deleting the third paragraph of the section "Library Organization," and the measure was adopted unanimously.

B. Mr. Dowlin requested that items 6.B.1, Adoption of the EIR findings regarding the new main library, and 6.B.2, Approval of final phase design for the new main library, be continued, and the Commission concurred.

Russell Abel of the Department of Architecture described the recent Arts Commission meeting that approved relocation of the Pioneer Monument.

Mr. Dowlin requested an appropriation of $423,400 to pay for legal and financial services for the sale of the remaining library bonds, as well as for testing the prototype of base isolators planned for the new main library.

In response to a question by Commissioner Chin, Mr. Abel described base isolators as state-of-the-art seismic technology consisting of alternating sheets of rubber and steel surrounding a core of lead that would be placed between the new main library's foundation and the building itself to absorb vibrations during earthquakes.

In response to a question by President Coulter, Mr. Dowlin described the specialized legal work and bond-rating fees that would be paid by the appropriation.

Commissioner Romines moved to approve the supplemental appropriation of $423,400 from the 4th sale of Library Improvement Bonds to be used for the purposes described, and the Commission unanimously adopted the measure.

C. Ed McBride, coordinator of Automation Services, reported that the contract with Digital Equipment Corporation has been finalized and that a portion of the hardware has been delivered. Mr. McBride introduced staff members from DEC and from Data Research, and indicated that he will provide the Commissioners at their next meeting with timelines regarding the installation of the new computer system.

D. Hope Hayes, chief of Main, requested that the discussion of bicycle parking at the main library be continued, noting that an agreement has been reached but that the parties involved were not able to attend the Commission meeting. President Coulter referred the issue back to the Finance and Operations Committee.

VI. Finance and Operations Committee Report: Commissioner Romines

A. Consideration of the Presidio Branch open hours was returned to the Finance and Operations Committee.

B. Commissioner Romines reported on the recent series of neighborhood meetings regarding library services and the FY 1992-93 budget, noting the interaction between libraries and the schools. Mr. Dowlin added that the San Francisco Public Library has reduced its personnel by almost 20% in the past several years.

In response to a question from the public, Mr. Dowlin explained that the library cannot use bond money approved for the new main for any other purpose; use of the interest on the bond funds is similarly restricted.

In response to another question from the public, Mr. Dowlin stated that 34 library staff had filed for retirement under Proposition A as of the date of the Commission meeting, and that if staff reductions are necessary he will attempt to discontinue retiree positions rather than lay off current library employees.

C. Commissioner Romines moved approval of Resolution #1589, and the Commission unanimously adopted the measure.

Resolution #1589

Authorizing the San Francisco Library to apply for funds not to exceed $85,000 available through the U.S. Department of Education from the Library Services and Construction Act (LSCA) for the purchase of foreign language materials for the fiscal year 1992/93. (Resolution #1589 attached)

VII. Planning Committee Report:
Commissioner Jean Kalil, Committee Chair

A. Mr. Dowlin described the Strategic Plan as a commitment by the Public Library Commission to a certain level of service. Members of the community and the staff suggested various changes in the language of the Plan. Commissioner Kalil and Mr. Dowlin agreed to work on changes in the language of the Strategic Plan and to distribute Draft #3. (Draft #3 attached)

The Commission agreed to consider the change of language at their next regular meeting.

Commissioner Chin departed at 6:55 PM.

President Coulter commended library staff and members of the Commission for their attendance at the series of community meetings and for their commitment to the library during the current difficult fiscal situation.

There being no further business to transact, the April 7, 1992, regular Commission meeting was adjourned at 7:00 PM.

The next regular meeting of the San Francisco Public Library Commission will be held on Tuesday, May 5, 1992, in the Lurie Room, Main Library.

Richard Walsh
Secretary, Library Commission

Resolution #1588

APPROVAL OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MARCH, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MARCH, 1992.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month March, 1992 be approved:

3602 Library Page

Ng, Clayton
Owens, Wendy
Russo, Dawn
St. Louis, Tracy

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Abeyta, Greg
Au, David
Bond, William
Helfgott, Eve
Hoover II, John
Hui, Danny
Maeda, Eugene
Palma, Mauricio
Postel, Walter

7355 Truck Driver

Anderson, William

Resolution #1589

[Grant - Federal Funds]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR FUNDS NOT TO EXCEED $85,000 AVAILABLE THOROUGH THE U.S. DEPARTMENT OF EDUCATION FROM THE LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) FOR THE PURCHASE OF FOREIGN LANGUAGE MATERIALS FOR THE FISCAL YEAR 1992/93.

WHEREAS, The U.S. Department of Education has available Library Services and Construction Act (LSCA) Funds, Title V, 92/93 FY, for the purchase of foreign language materials by state and local public libraries; and

WHEREAS, 450,000 books and materials in non-English languages were borrowed from the Main Library and Branches last year; and

WHEREAS, The 1990 Census of Population indicates a substantial increase in the Asian and Hispanic populations in San Francisco; and

WHEREAS, The purpose of these grants is to assist public libraries in meeting the needs of the communities they serve; and

WHEREAS, Application for this grant prohibits inclusion of indirect costs; now, therefore, be it

RESOLVED, That the San Francisco Public Library will apply for federal funds in LSCA, Title V, funds not to exceed $85,000 for the acquisition of foreign language books and materials; and be it

FURTHER RESOLVED, That the San Francisco Public Library requests that the City exempt this grant application from indirect costs so that the public not be denied access to $85,000 worth of much needed foreign language materials for children and adults; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds.

Draft #3
San Francisco Public Library Commission
April 1992

A COMMUNITY VISION
SAN FRANCISCO PUBLIC LIBRARY SYSTEM
FIVE YEAR PLAN

Why a Strategic Plan?

The San Francisco Public Library is the most democratic civic, social, and cultural institution in the City and County of San Francisco.

As a preserver and organizer of human knowledge, a champion of literacy and intellectual freedom, it is a resource for our children, scholars, entrepreneurs and pleasure readers, yet it is distinctively a people's institution. There is no admission charge to come inside. Our intention is to provide the finest public library service in the country.

The Library Commission and staff recognize that the achievement of this vision can only be realized through the efforts of creative partnerships between the Public Library and the communities and constituencies it seeks to serve. Toward that end--and after extensive public hearings wherein the thoughts and ideas of citizens have been actively solicited, refined, and embraced--the Commission has adopted this strategic plan for the library:

- To define the role of the Public Library in the community;
- To achieve stable and adequate funding;
- To provide goals and objectives for community action; and,
- To serve as a means of measuring the Public Library's performance and the quality of its service by the standards of those goals.

This strategic plan is intended to establish a long term course of action for the Public Library. It is a compact between the Commission, staff and patrons.

MISSION STATEMENT

The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community.

GOALS

System Access

- Over the next five years, creatively find the means to have each of the 26 neighborhood branches and the Main Library open at least 60 hours per week, with computer access available 24 hours a day.

Collections

- The Public Library will develop and maintain a body of books, materials and electronic resources reflecting San Francisco's diversity, suitable for its contemporary needs and providing for its future vitality.

- The Public Library will double the size of its book collection within 15 years, with an immediate goal of adding one new book per child each year.

- In addition to its broad-based general collection, the Public Library will focus special attention on those services of particular importance to the community, such as services for children, the sight and hearing impaired, small business development and adult literacy.

- Where there is serious need and interest, the Public Library will develop a few special collections suitable for in-depth research, inviting scholarly inquiry and community participation and support.

Facilities

- The Public Library's facilities will be fully functional; conducive to reading, learning, and thought; and supported by state-of-the-art, easy to use technology.

Community Pride

- The Public Library will be a source of pride for the people of San Francisco as a resource for individual and community achievement, as a democratic institution and bastion of intellectual freedom, as an asset for the literary community, and as a focal point for civic, community and neighborhood activity.

- Every child in San Francisco will have a Public Library card.

Staff and Community Involvement

- The Public Library's staff will be diverse, personable, helpful, professional and fully capable, with the expertise required to collect, preserve, organize, and disseminate information and knowledge, and of meeting a broad spectrum of needs. The Library will provide its staff with an atmosphere, training and resources necessary for personal development; and will provide the public with access to a trained and professional staff.

- The Public Library will encourage community participation in the institution, recruiting a large number of talented advisers, scholars, docents, fund raisers and volunteers to support and enhance the library services.

Benchmarks for Implementation of Goals

(To be added later for staff guidance and evaluation)

SF
276
#2
4/17/92

City and County of San Francisco
Public Library Commission

DOCUMENTS DEPT.
MAY 21 1992
SAN FRANCISCO PUBLIC LIBRARY

FRANK M. JORDAN
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

LIBRARY COMMISSION MINUTES
APRIL 17, 1992

A special meeting of the San Francisco Public Library Commission was held Friday, April 17, 1992, in the Lurie Room, Main Library.

I. Call to order

The meeting was called to order at 4:40 PM by Commission President Coulter.

II. Roll call

The following members were noted present: Commissioners Carlson, Chin, Coulter, Kalil, Romines, and Sanger. Commissioner Swig was excused.

III. Adoption of EIR findings regarding new main library

City Librarian Kenneth Dowlin discussed the various alternatives for the new main library described in the resolution, including the mitigation monitoring program listed as Exhibit A.

Mr. Dowlin noted that the new main will be completely accessible to handicapped patrons and is designed for seismic safety substantially beyond the requirements of the building code.

In response to a question from President Coulter, Deputy City Attorney Melba Yee assured the Commission that the resolution under consideration included all the measures that the Commission was obligated to address, and that the current special session had been properly noticed and was a legal meeting.

In response to a question from Commissioner Chin, Russ Abel of the Department of Architecture explained that the limitations on construction-truck movement described in section 9 of Exhibit A were standard contract language, but that the Bureau of Architecture

proposed that truck traffic begin earlier than 9:00 AM. The department will seek agreement with other City agencies and the library's neighbors in order to achieve both efficiency in construction and a smooth flow of traffic.

Mr. Abel requested, and the Commission concurred, that the language in mitigation measure 5 of Exhibit A be amended as follows:

- In the sentence requiring the contractor(s) to construct barriers, the words "around the site and" are deleted;
- "TBA" is corrected to "DBA"; and
- The "and" preceding "[or] to locate stationary equipment..." is deleted

Commissioner Carlson amended page 6, line 9, of the resolution to read "provide a more appropriate setting for the Monument"; and on page 8, line 6, added:

> In November, 1988, the voters of the City and County of San Francisco voted to approve a Library Improvement Bond totalling $109.5 million to construct a new Main Library as well as to renovate branch libraries. There is no approved funding available for renovation and expansion of the existing facility.

A written amendment to the resolution, replacing lines 16-24 on page 5, was distributed at the meeting. The section was further amended by the Commission to read:

> ... of $4,000,000 for design fees, added to administration costs, and six to twelve months added to the schedule. In addition, the construction budget would need an additional $15,000,000 to accommodate this alternative.

In response to a question from President Coulter, Deputy City Attorney Yee explained that the Planning Commission was responsible for the environmental impact report and that the Planning Commission had approved the report.

Winchell Hayward, Victorian Alliance, explained his reservations about the new-main project and moving the Pioneer Monument. President Coulter answered that he respected Mr. Winchell's opinion, and that people of good will could disagree with one another.

Mary Ann Miller, San Francisco Tomorrow, informed the

Commission that San Francisco Tomorrow had "never insisted, except for purposes of solidarity with the preservation community, that the [Pioneer] Monument in place was the only way to do a beautiful library design."

John Barbie, a concerned citizen, described the architectural importance of Civic Center and his opposition to the library's planned construction.

Ed Regan, a concerned citizen, expressed his agreement with Mr. Hayward's statement.

Steve Pantos, a concerned citizen, complained about the Commission's special meeting and questioned the number of employees who would work at the new main.

In response to a question regarding the water table at the construuction site, Mr. Abel indicated that the site's water table varied between elevation 35 and elevation 30, and that the library's excavation would only be to elevation 17.

Commissioner Carlson moved to approve the resolution as amended, and the Commission unanimously adopted the measure. (Approved resolution attached to file copy of these minutes)

IV. Approval of the final phase design of the new main library

Staff from the Bureau of Architecture presented a slide show which illustrated various aspects of Civic Center and the new main library.

Commissioner Chin noted that the design for the new main library would provide an appropriate setting for the Pioneer Monument, and at the same time meet San Francisco's urgent need for a new main library. Commissioner Chin described the strong support in the ethnic-minority neighborhoods for a new main, and stated that the current plan would both meet the desire for historic preservation as well as meet the present needs of the people of San Francisco.

President Coulter expressed satisfaction that the plans and efforts for the new main are on schedule, on program and on budget, and recalled the Commission's efforts over the past years which had ensured the involvement of the public in the planning.

Commissioner Carlson made the motion to approve the final design for the new main library, and the measure was unanimously adopted.

There being no further business to transact, the April 17, 1992, special Commission meeting was adjourned at 7:00 PM.

The next regular meeting of the San Francisco Public Library Commission will be held on Tuesday, May 5, 1992, in the Lurie Room, Main Library.

Richard Walsh
Secretary, Library Commission

F
176
2
5/92

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

DOCUMENTS DEPT
MAY 21 1992
SAN FRANCISCO

LIBRARY COMMISSION MINUTES
MAY 5, 1992

The regular meeting of the San Francisco Public Library Commission was held on Tuesday, May 5, 1992, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:40 PM by President Coulter.

II. Roll Call

The following members were noted present: Commissioners Carlson, Coulter, Kalil, and Swig. Commissioner Romines arrived later. Commissioners Chin and Sanger were excused.

III. Approval of Minutes

It was moved by Commissioner Kalil and unanimously approved that the minutes of the regular Commission meeting of April 7, 1992, be approved as submitted.

IV. Consent Calendar

It was moved by Commissioner Carlson and unanimously approved that Resolution #1590, relative to temporary, exempt and non-Civil Service appointments for the month of April, be approved. (Resolution #1590 attached)

V. City Librarian's Report

A. City Librarian Kenneth Dowlin reported that Mayor Jordan has sent a letter to the library requesting that next year's budget reflect a $1,000,000 decrease from this year's level.

The Finance and Operations Committee will meet at

4:00 PM on Friday, May 8, 1992, to review options for service levels reflecting this funding decrease.

B. Mr. Dowlin reported that neighbors of **Presidio Branch** organized a clean up of the grounds at that branch in cooperation with the library and Recreation/Park Department.

President Coulter directed the Secretary to draft a letter thanking Doug Suma and other Presidio neighbors for their cooperative efforts in beautifying the grounds at Presidio Branch.

C. Kathy Page, Chief of Facilities Development, reported that the State Library has verbally approved the $700,000 LSCA grant to expand and renovate **Mission Branch.**

Construction at **Sunset Branch** started on May 4th and the branch should be reopened in March 1993.

The City Attorney is working on finalizing the contract between the City and the State for expansion/renovation of **Chinatown Branch.** The community surrounding the branch is investigating the possibility of private funding for installing a roof garden in the remodeled facility.

Over 1,500 attended groundbreaking ceremonies on Thursday, April 23, 1992, for the **new main.** Exploratory excavation will begin on the site by late May. Review of working drawings has been the main focus of Facilities Development during the last month.

This Thursday the **Planning Commission** will take up the issues of discretionary design review and Master Plan conformity of the new main and moving the Pioneer Monument.

Commissioner Carlson reported that there are two **other hearings** scheduled. On Wednesday, May 6, 1992, the Finance Committee of the Board of Supervisors has scheduled a hearing relative to financing relocation of the Pioneer Monument. At 5:00 PM on Wednesday, May 13, 1992, the Board of Permit Appeals will hear an appeal by San Francisco Tomorrow for the variance the library received for offstreet parking.

D. Ed McBride, Coordinator of Automation Services, reported that the contract for the new automation system has been finalized and signed. Wiring has been completed at 12 branches, 45 Hyde Street and

at the main library; wiring of the remainder of the branches will be completed soon. Staff training will be given throughout the library system this month, and the new system will begin in an off-line mode on June 1. The entire system will be implemented and running by June 22.

E. Commissioner Kalil asked Kathy Page to invite Hal Levin, indoor air-quality expert for the new main, to a future meeting of the Planning Committee.

VI. Finance and Operations Committee Report:
Commissioner Dale A. Carlson, Chair

A. It was moved by Commissioner Carlson and unanimously approved that the bicycle racks in front of the main library be moved to the area near the south bench in front of the main library as recommended by the Citizens Bicycle Advisory Committee.

B. It was moved by Commissioner Carlson and unanimously approved that **Resolution #1591**, Accepting a gift from the Library Foundation of San Francisco for videotape preservation services and equipment valued at $18,962, to be used to clean and reformat the Peter Adair videotape collection already donated to the Library's Gay/Lesbian Center, be adopted. (Resolution #1591 attached)

President Coulter noted this amount is part of the targeted $1.6 million the Gay/Lesbian Center Finance Committee of the Library Foundation has committed to raise. To date, $700,000 has been raised.

C. It was moved by Commissioner Carlson and unanimously approved that **Resolution #1592**, Accepting a gift from the Library Foundation of San Francisco of books, periodicals, manuscripts, correspondence and photographs from the collection of Barbara Grier and Donna McBride, valued at $400,000, to be donated to the Library's Gay/Lesbian Center, be adopted. (Resolution #1592 attached)

D. It was moved by Commissioner Carlson and unanimously approved that **Resolution #1593**, Accepting a gift to the San Francisco Public Library of a bookmobile, valued at $113,000, from the Friends of the San Francisco Public Library, be adopted. (Resolution #1593 attached)

Commissioner Carlson thanked Jane Winslow and

library staff for the time and effort they spent in raising the funds for the purchase of the new bookmobile.

VII. Planning Committee Report:
Commissioner Jean Kalil, Committee Chair

A. Mr. Dowlin reviewed recent revisions to the Strategic Plan draft. President Coulter suggested additional revisions to the plan.

After lengthy discussion it was moved by Commissioner Kalil and unanimously approved that the **Strategic Plan** be adopted and revisions suggested be incorporated into the document. (Finalized Strategic Plan attached to file copy of these minutes)

VIII. PUBLIC COMMENT

1. Ed Regan, library patron, expressed his views on special collections in the library.

2. Edward Brenner expressed his opinions on historical collections, automation and library relationships with the California Historical Society.

At 6:45 PM Commissioner Swig departed; Commissioner Romines arrived.

3. In response to a question from the public, Gloria Hanson, Assistant Chief of Branches, reported that the new bookmobile will be equipped with a great deal more of Spanish and Chinese materials, including audiotapes and large-print books.

There being no further business to transact, the May 5, 1992, regular Commission meeting was adjourned at 6:50 PM.

The next regular meeting of the San Francisco Public Library Commission will be held on Tuesday, June 2, 1992, in the Lurie Room, Main Library.

Richard Walsh
Secretary, Library Commission

Resolution #1590

APPROVAL OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF APRIL, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF APRIL, 1992.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month April, 1992 be approved:

3602 Library Page

Aaronson, Adam
Abeyta, Greg
Doyle, Melanie
Franks, Lisa
Murray, Robert
Wender, Stephen
Woog, Sylvie
Young, Burrell

8207 Building/Grounds Patrol Officer

Delos-Reyes, Rudyard

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

8207 Building/Grounds Patrol Officer

Posada, William

ACCEPTING A GIFT FROM THE LIBRARY FOUNDATION OF SAN FRANCISCO FOR VIDEOTAPE PRESERVATION SERVICES AND EQUIPMENT VALUED AT $18,962, TO BE USED TO CLEAN AND REFORMAT THE PETER ADAIR VIDEOTAPE COLLECTION ALREADY DONATED TO THE LIBRARY'S GAY/LESBIAN CENTER.

WHEREAS, The San Francisco Public Library is establishing a Gay/Lesbian Center, to be located in the new Main Library scheduled to open in 1995; and

WHEREAS, The purpose of this Center is to record, highlight and celebrate the lives, achievements and contributions of the City's gay and lesbian community; and

WHEREAS, The work of San Francisco filmmaker, Peter Adair, was donated to the Library in October, 1991, including materials gathered during creation of the award-winning film "Word Is Out', which provides a unique and unparalled portrayal of the lives of gay men and lesbians in San Francisco and in the United States during the mid-1970's; and

WHEREAS, Mr. Adair's generous donation includes archival videotapes, transcripts and other materials associated with this film, including interviews with 200 individuals beyond those seen in the film; and

WHEREAS, These videotapes require archival cleaning and reformatting from their current obsolete video format to a format in standard use today; and

WHEREAS, After cleaning and reformatting, the Library will be able to retain a high-quality archival copy of each tape and to provide viewing copies to the public; and

WHEREAS, The Library Foundation of San Francisco serves as the principal source of private funding for the new Main Library project; and

WHEREAS, The Library Foundation of San Francisco has offered to provide funds to the Library to enable this cleaning and reformatting to take place; and

WHEREAS, These funds are above and beyond the Library Foundation's $30,000,000 fundraising campaign goal; now, therefore be it

RESOLVED, That the Library Commission does hereby accept funds in the amount of $18,962 from the Library Foundation for cleaning and reformatting of videotapes donated by Peter Adair; and be it

FURTHER RESOLVED, That the Library Commission hereby expresses its gratitude to the Library Foundation for its generosity.

ACCEPTING A GIFT FROM THE LIBRARY FOUNDATION OF SAN FRANCISCO OF BOOKS, PERIODICALS, MANUSCRIPTS, CORRESPONDENCE AND PHOTOGRAPHS FROM THE COLLECTION OF BARBARA GRIER AND DONNA MCBRIDE, VALUED AT $400,000, TO BE DONATED TO THE LIBRARY'S GAY/LESBIAN CENTER.

WHEREAS, The San Francisco Public Library is establishing a Gay/Lesbian Center, to be located in the new Main Library scheduled to open in 1995; and

WHEREAS, The purpose of this Center is to record, highlight and celebrate the lives, achievements and contributions of the City's gay and lesbian community; and

WHEREAS, Published literature dealing with gay and lesbian themes is a primary means of study in this subject area; and

WHEREAS, Published literature is often the sole means by which young or isolated gay men and lesbians have at their disposal to learn about gay issues and themes; and

WHEREAS, Barbara Grier and Donna McBride, co-owners of Naiad Press, one of the oldest and foremost lesbian publishing houses in the United States, have amassed a 4375-volume collection of literature dealing with gay and lesbian themes; and

WHEREAS, The vast majority of these titles are no longer in print; and

WHEREAS, The collection also includes over 20 years of correspondence between Ms. Grier and numerous lesbian authors; and

{*Acceptance of Gift*}

WHEREAS, Through the efforts of the Library Foundation's Gay/Lesbian Center Advisory Group, this collection has come into the Library Foundation's possession; and

WHEREAS, The Library Foundation has offered this collection to the Library at no cost; and

WHEREAS, The Library Foundation has budgeted funds to be donated at a later date to cover costs to the Library to preserve this collection and make it available to the public; and

WHEREAS, These funds are above and beyond the Library Foundation's $30,000,000 fundraising campaign goal; now, therefore be it

RESOLVED, That the Library Commission does hereby accept this gift valued at $400,000 from the Library Foundation; and be it

FURTHER RESOLVED, That the Library Commission hereby expresses its gratitude to the Library Foundation for its generosity.

RESOLUTION #1593

ACCEPTING A GIFT TO THE SAN FRANCISCO PUBLIC LIBRARY OF A BOOKMOBILE, VALUED AT $113,000, FROM THE FRIENDS OF THE SAN FRANCISCO PUBLIC LIBRARY.

Whereas, the Friends of the San Francisco Public Library have mounted a fund raising drive to purchase a new bookmobile for the Library, and

Whereas, the Friends of the San Francisco Public Library have raised the funds through the solicitation of large and small donations and grants from many individual San Franciscans and organizations, and

Whereas, the following individuals and organizations have each donated more than $1,000: Friends of the San Francisco Public Library; Koret Foundation; Roberts Foundation; Charles W. Tuckman, Inc.; Bradford Foundation; Arthur Rock; Roger Boone; Joan & Ralph Lane; Rotary Club of San Francisco; Miller Freeman Community Connection, and; an anonymous donor who donated $30,000, and

Whereas, the San Francisco Public Library seeks to enhance its ability to reach all San Franciscans, and

Whereas, this bookmobile will be wheelchair accessible and will serve San Francisco's growing population of elderly people, in senior centers and residences, now, therefore, be it

Resolved, That the San Francisco Public Library Commission does hereby accept the gift of a bookmobile, valued at $113,000, from the Friends of the San Francisco Public Library; and be it

Further Resolved, that the Library Commission expresses gratitude to the Friends of the San Francisco Public Library for their generosity and effort.

=
76
2
12/92

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

GOVERNMENT DOCUMENTS DEPT.
JUN 26 1992
SAN FRANCISCO
PUBLIC LIBRARY

LIBRARY COMMISSION MINUTES
JUNE 2, 1992

The regular meeting of the San Francisco Public Library Commission was held Tuesday, June 2, 1992, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:40 PM by Commission President Coulter.

II. Roll Call

The following Commission members were noted present: Commissioners Carlson, Coulter, Kalil, Romines, Sanger, and Swig. Commissioner Chin arrived at 4:45 PM

III. Approval of Minutes

It was moved by Commissioner Kalil and unanimously approved that the minutes of the special Commission meeting of April 17, 1992, and the minutes of the regular Commission meeting of May 5, 1992, be adopted as submitted.

IV. Consent Calendar

A. It was moved by Commissioner Carlson and unanimously approved that Resolution #1594, approval of temporary, exempt and non-Civil Service appointments for the month of May 1992 be adopted. (Resolution #1594 attached)

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

V. President's Report

A. President Coulter congratulated Commissioner Kalil who successfully completed the California State Bar Examination.

IV. City Librarian's Report

A. James Edgar, chair of the board of directors of the Library Foundation of San Francisco, described the status of the foundation's fundraising effort which has raised in excess of $16 million for the new main library.

The foundation board has been increased from 12 to 20 members, and Mr. Edgar thanked President Coulter who is a long-term board member, and Commissioner Carlson who recently joined the board of directors.

Martin Paley, executive director of the Library Foundation, indicated that the foundation's strategy for the new main includes seeking an additional $4 million in major gifts, an additional $8 million through specially targeted gifts, an additional $4 million through corporate gifts, an additional $2 million through foundation gifts and grants, and $1 million through gifts from individuals in the community.

In response to a question from Commissioner Swig, Mr. Paley noted that members of the foundation board would welcome the presence of commissioners on their fundraising calls.

President Coulter thanked the foundation, Marjorie Stern, Mr. Edgar and Mr. Paley for their excellent efforts in behalf of the public library.

B. President Coulter described the Holocaust Museum under construction in Washington, DC, which he recently visited. The museum was designed by James Ingo Freed, the architect who designed San Francisco's new main library, and President Coulter expressed admiration for the building.

C. George McBride, coordinator of Automation Services, provided a status report on the

library's conversion to the new computer system. The conversion has been accelerated approximately 30 days because of the failure of the old system. The library now plans to be on-line with the new system on June 15, 1992.

Commissioner Carlson made the motion to permit closing the library system to the public for June 12 and June 13, 1992, in order to permit staff training and data conversion, and the measure was unanimously accepted.

D. Kathy Page, chief of Facilities Development, reported on Branch renovation:

- Construction began on the Sunset Branch on May 26, 1992;
- The Mission Branch expects to close in November 1993 to begin renovation;
- A suitable location to temporarily house the Chinatown Branch is being sought, and assistance has been requested from the Mayor's Office.

V. Finance and Operations Committee Report

A. Commissioner Carlson reported that he and Commissioner Romines had held public meetings to discuss the proposed reductions in the library's budget, and expressed support for Supervisor Achtenberg's suggestion from a City Services Committee hearing that the library prepare a five-year budget plan.

Commissioner Carlson made the motion to accept staff recommendations to reduce library hours in order to achieve the mandated reduction in the library budget, emphasizing that these reductions will not reduce the book budget or close branches. In response to a concern expressed by Commissioner Kalil, Commissioner Carlson suggested two changes of language in the resolution, and the resolution as amended was unanimously adopted. (Resolution setting library hours attached)

In response to a question from Commissioner Swig, Mr. Paley of the Library Foundation indicated that

the foundation could perhaps assist the library with financial projections for a five-year plan.

Commissioner Swig departed at 6:00 PM; President Coulter departed at 6:05 PM, and Commissioner Kalil chaired the remainder of the meeting.

Commissioners Chin and Sanger emphasized the importance of having library service available in San Francisco seven days a week.

Commissioner Carlson made the motion to approve the Proposition 85 contract for the Chinatown Branch expansion project, and the Commission unanimously approved the motion.

Commissioner Carlson made the motion to approve Resolution #1595 which authorized the City Librarian to apply for, accept and expend grant funds available through the State Library from the Library Services and Construction Act, for the renovation and expansion of the Mission Branch library, and the Commission unanimously approved the motion. (Resolution #1595 attached)

Commissioner Carlson reported that the Finance and Operations Committee had reviewed draft rules for the use of library meeting rooms, and that staff was consulting with the City Attorney's office regarding the issue. He noted that the Commission had already approved a policy guiding the use of library meeting rooms and that no Commission action was required at this time.

At the request of the Department of Public Works, the review of DPW overhead charges was continued.

VI. New Business

A. Commissioner Romines commended the Mission Branch staff for their efforts in securing state funds for renovation and expansion of Mission Branch library.

B. In response to a question from Commissioner Kalil regarding Commission meetings on election days, the Commission Secretary recalled that in the past the Commission had moved meetings which had fallen

on election days, but had halted the practice since the implementation of extended hours at the polls and because of public confusion when the meetings were moved.

There being no further business to transact, the regular Commission meeting of June 2, 1992, was adjourned at 6:25 PM.

The next regular meeting of the San Francisco Public Library Commission will be held on Tuesday, April 7, 1992, at 4:30 PM in the Lurie Room.

Richard Walsh
Secretary, Library Commission

Resolution #1594

APPROVAL OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MAY, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MAY, 1992.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month May, 1992 be approved:

3602 Library Page

Le, Hung
Luu, Van
Mak, Susan
McGwin, Colleen
Queja, Wilson

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Abhaya, Kumar
Callo, Abraham
Cerri, Marc
Cracchiolo, Margaret
Fong, Cynthia
Gorry, Conner
Maggitti, Alfred
Minapara, Naseem
Pham, Mai
Quintanilla, Albert
Stitt, Robert
To, Wing-Ling

WHEREAS, The San Francisco Public Library is required to reduce its baseline budget by approximately $1 million for fiscal year 1992-93; and

WHEREAS, This reduction will require the library to operate with 24.5 fewer staff; and

WHEREAS, Library hours need to be adjusted for FY 92-93 in order to meet this budget reduction; now therefore be it

RESOLVED, That the San Francisco Public Library Commission approves adjustment to open hours commencing June 8, 1992, as follows:

MAIN LIBRARY

	Current	Effective June 8, 1992
Sunday	1:00 - 5:00	Closed
Monday	10:00 - 6:00	10:00 - 6:00
Tuesday	12:00 - 9:00	12:00 - 9:00
Wednesday	10:00 - 6:00	10:00 - 6:00
Thursday	10:00 - 6:00	10:00 - 6:00
Friday	12:00 - 6:00	12:00 - 6:00
Saturday	10:00 - 6:00	10:00 - 6:00

RESOURCE BRANCHES

Monday	10:00 - 6:00	Closed
Tuesday	10:00 - 6:00	10:00 - 6:00
Wednesday	1:00 - 9:00	1:00 - 9:00
Thursday	1:00 - 6:00	1:00 - 6:00
Friday	1:00 - 6:00	1:00 - 6:00
Saturday	10:00 - 6:00	10:00 - 6:00

NEIGHBORHOOD BRANCHES No Change

READING CENTERS No Change

FURTHER RESOLVED, That the City Librarian and staff of the library will work throughout the summer to develop a plan for public services for the fall which best meets the needs of the citizens of San Francisco within the resources provided and the Commission may adjust the hours at that time; and be it

FURTHER RESOLVED, That the San Francisco Public Library proceed in the creation of a plan for long-term fiscal stability.

FILE NO._____ RESOLUTION NO._____

(Grant - Federal Funds)

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT AND EXPEND FUNDS NOT TO EXCEED $696,579 AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM TITLE II OF THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR PUBLIC LIBRARY CONSTRUCTION, WHICH INCLUDES INDIRECT COSTS OF THE AMOUNT OF $43,997 OR FIVE PERCENT OF THE TOTAL.

WHEREAS, The California State Library has federal Library Services and Construction Act funds available to expand and improve public library facilities in areas where these facilities are inadequate, and

WHEREAS, Funding priorities will be for projects serving communities whose minority populations significantly exceed the state average, and

WHEREAS, The Mission Branch Library addition and remodeling project is eligible for this funding and is in need of expansion and efficiency renovations beyond the scope of work covered by The Library Improvement Bond of 1988, and

WHEREAS, This program requires at least 50% in non-federal matching funds which The San Francisco Public Library will provide with funds available the Library Improvement Bond of 1988; now therefore, be it

RESOLVED, That the City Librarian is authorized to accept and expend funds not to exceed $696,579 available from the California State Library from Title II of the Library Services and Construction Act for Public Library Construction.

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

SF
P76
#2
2/4/92

City and County of San Francisco
Public Library Commission

FRANK M. JORDON
Mayor

STEVEN A. COULTER
President

JEAN KALIL
1st Vice President

KENNETH R. ROMINES E.D.D.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
ELLEN RAMSEY SANGER
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

LIBRARY COMMISSION MINUTES
AUGUST 4, 1992

The regular monthly meeting of the San Francisco Public Library Commission was held Tuesday, August 4, 1992, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:40 by President Coulter followed with the Pledge of Allegiance.

II. Roll Call

The following Commissioners were noted present: Commissioner Coulter, Carlson, Kalil, Swig. Commissioners Chin, Romines and Sanger were excused.

III. Approval of Minutes

It was moved by Commissioner Carlson and unanimously approved that the minutes of the June 2, 1992, Commission meeting be approved as submitted.

IV. Consent Calendar

It was moved by Commissioner Carlson and unanimously approved that the Consent Calendar, Resolution #1596 and #1598, temporary exempt and non-Civil Service appointments and resignations for June and July, 1992 be adopted.

DOCUMENTS DEPT.
AUG 27 1992
SAN FRANCISCO

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

V. City Librarian's Report

A. **Supplemental Budget Appropriation Resolution:** Mr. Dowlin, City Librarian, asked that the supplemental budget appropriation that was put on reserve by the Board of Supervisors for funding the reopening of the Main Library on Sundays be referred to the Fiance and Operation Committee. The matter was so referred.

B. **Mural On The Western Addition Branch Library:** Mr. Dowlin requested that a proposal by an artist for a Mural for Western Addition Branch Library be heard by the Planning Committee. Funding for the mural would be through the Art Commission. Commissioner Jean Kalil, Chair of the Planning Committee, concurred with Mr. Dowlin's recommendation.

C. **Automation:** Mr. Dowlin reported that the full circulation system has been implemented. Terminals for staff access to the on-line catalog are in place and the magazine index has been brought up. Presently, the staff is primarily engaged in cleaning up the data base of the cataloging records. Once the clean up is far enough along, the on-line catalog will be open to the public.

Ed McBride, Coordinator of Automation Services, reported that there is progress on the network and it is now joined with the Data Research Network which is part of the DECNET. DECNET links the library with approximately 150 other libraries across the country and with the Library of Congress data base. This connection allows the library to do cataloging across the network and to use the LC authority. The local in house systems are being connected to the network. Automation Services is looking at the data base clean up process and trying to cut down on the manual review of these records. In the next thirty days, Automation Services will be introducing public access to the system.

D. **New Main:** Kathy Page, Chief of Facilities Development, reported that in the August 4th Building Committee meeting, a "go to bid date" was established as Monday, August 17,1992, for the new

Main Library. The City will open the bids on Wednesday, October 7th, which gives contractors seven weeks and two days to prepare their bids. The printed bid volumes include 100 sets of drawings, 790 sheets per set, plus a 4 volume set of specifications equaling the size of the Manhattan telephone book. A list of twelve alternates of enhancements and upgrades has been prepared. With a favorable bidding climate, there is the possibility that enhancement alternates might be incorporated into the building process. Enhancement alternates are centered around areas that would benefit long term maintenance. i.e. stainless steel hand rails.

Kathy Page also reported that on the 23rd of July, she attended a meeting held by the West Block Tenants Association, which is a group representing the residents of the surrounding Civic Center area. Donna Marion, Russ Abel, and other representatives, also attended the meeting to discuss the residents' concerns regarding noise control and general disruption during the construction period. The meeting resulted in the establishment of a communication link.

Ms. Page stated that Marshall Square excavation is proceeding. The foundation of old city hall has been revealed and if the current schedule is kept to pace, demolition and removing the foundation should take place in September to make the site ready for the new building. Aerial photographs will be taken the week of August 10th, documenting the foundations. The archaeologists are finding, indexing and collecting various bits of history from the site. A thorough comprehensive report documenting the findings will be given to the library.

E. **Announcements:** Mr. Dowlin announced that during the American Library Associations, Commissioner Carlson received a commendation from the American Library Trustee Association for his leadership in upholding the principles of international freedom. Also, the Friends of the Library received an honorable mention from the Library Association's Public Round Table for their monthly news letter.

F. **Five Year Plan:** The San Francisco Library's Five Year Plan that lists the Library's mission and

goals, has been printed and is being made widely available throughout the community.

G. **Civic Center Tot Lot:** Linda Geistlinger reported that the Women's Resource Center has spearheaded an effort to create a play area for children which will be located in Civic Center Plaza on the corner of Larkin and McAllister.

VI. Finance and Operations Committee Report

A. **Budget FY 92/93:** Commissioner Dale Carlson reported that the Board of Supervisors put in excess of $200,000 on reserve for restoring service hours on Sundays in the Main library and service to the jails. This reserve may be released upon request by Mayor Jordan's office once the State resolve its budget problems. Commissioner Carlson expressed confidence that by the end of the summer, funds should be made available to the library. Commissioner Carlson acknowledged Supervisors Achtenberg, Gonzalez, Migden, Shelley and Hallinan, as particularly instrumental in setting this appropriation aside for the library. The budget cut was initially set at $1.7 million. Commissioner Carlson stated that the Library was very fortunate to get some of its funding back. He noted the efforts of the Friends of the Library, Keep Libraries Alive and the Neighborhood Council made in lobbying the Board of Supervisors. In acknowledging the library staff efforts in working through a variety of iterations of the budget in a relative short period of time, Commissioner Carlson said the appropriation speaks well of their efforts.

B. **Restoration of Sunday Hours:** The restoration of Sunday hours for the Main Library is uncertain since it depends on whether the funds are released. The Library will have to hire additional staff in order to restore the Sunday hours. Temporary staffing might be utilized until permanent staff can be hired.

C. **Fuhrman Bequest:** The Commissioners and Deputy City Attorney, Burk Delventhal, convened into executive session at 5:30 pm. Returning from executive session at 5:54 pm, Mr. Delventhal reported that the Commission discussed pursuing through the probate court clarification of the

Fuhrman Fund. Commissioner Dale Carlson moved that the City Attorney's office seek approval from the Board of Supervisors to petition the probate court for clarification and modification to expand the definition of materials and formats which may be purchased with the Fuhrman Fund. The motion was unanimously approved. Mr. Delventhal gave an overview on probate court procedure.

1. Marjorie Stern, San Francisco Public Library Foundation, asked that the Commission consider incorporating language in a trust that allows for future modifications when accepting gifts.

2. Ed Regan, a Social Security recipient, suggested that the Fuhrman Funds be used to purchase encyclopedias.

3. Steven Pantos, member of the public, expressed his opinion on the Fuhrman bequest and how any court action may discourage future bequests. Mr. Pantos asked that the Commission not request review of the bequest by the Probate Court.

Commissioner Carlson responded that we live in a very dynamic environment and that it is not his belief that it is unreasonable to ask the City Attorney to seek clarification. The Commission is requesting that we look into using Fuhrman funds to purchase information in formats other than books, but on the subjects Mr. Fuhrman identified in his bequest. He felt that given the way technology has changed, given the fact that so many people are using so many different mediums, more effectively and more cheaply, it would be irresponsible for the Commission not to seek clarification of the bequest.

President Coulter concurred with Commissioner Carlson's comments by stating we are dealing with an access issue for the people of San Francisco. Some information is only available in electronic format, CD or data bases and not in book format. The Commission may be placing people at a disadvantage if only one format were made available. The role of the public library is to make sure that all the people have access to the full range of information.

It was moved by Commissioner Carlson and unanimously approved that the Commission authorizes the City Attorney's Office to seek approval from the Board of Supervisors to petition the probate court and request clarification and possible modification to expand the definition of materials and formats which may be purchased with the Fuhrman Fund.

D. **Approval of FY 1992-93 Fuhrman Fund Expenditures:** Referred to the Finance and Operation Committee pending the outcome of the Fuhrman Fund petition.

E. **Resolution #1597:** It was moved by Commissioner Carlson and unanimously approved to accept Resolution #1597 authorizing the City Librarian to apply for, accept and expend funds not to exceed $65,528, available through the State library from Title I of the Library Services and Construction Act for Major Urban Resource Libraries for FY 1992-93.

F. **Chinatown Branch:** Richard Walsh, Manager of Facilities and Finance, reported that the Real Estate Department has identified several properties in Chinatown which may be suitable for temporary occupancy for Chinatown Branch while the current building is undergoing expansion and remodeling. Site visits will be made next week. Kathy Page, Chief of Facilities Development, added that the remodeling project should go to bid late January of 1993.

G. **Chinatown Roof Garden Project:** Kathy Page, Chief of Facilities Development, reported that the Chinatown Branch design has been designed to accept a roof garden if the community is able to raise the funds for the garden. The community support group that has been working with the Library has applied for an OCD grant for $145,000; the total amount required to build the roof garden is approximately $400,000.

H. **Carlson Stacks:** Richard Walsh reported that the Chinese American School, the other tenant in the Presidio building which houses the Carlson Stacks, has been actively lobbying the Presidio to allow them to stay beyond September, 1992. Mr. Walsh will continue to work with Alison Kendall, Presidio Planning Coordinator, to negotiate an

extension to our occupancy at the site.

Mr. Kenneth Dowlin indicated that the state may have potential space at the old Armory, on Mission Street, but because it is state owned, further inquiries are necessary. It would be desirable to have 15,000 square feet of unobstructed dry space that could be secured.

VII. Planning Committee Report:

A. **Indoor Air Quality:** Kathy Page reported that at the Planning Committee's June meeting, the indoor air quality consultants discussed the continuing efforts to ensure that the new Main Library is a healthy building. The specifications call for a commissioning process and is a formal part of the contractors required duties.

The improvements to the heating and ventilating systems were also discussed. A number of improvements are being made above what is normally required for good air quality. Vendors are required to specify all the materials in the building as non-toxic and safe.

B. **Earthquake Safety Program, Phase II:** It was moved by Commissioner Kalil and unanimously approved that the Earthquake Safety Program, Phase II branch library renovations schedule be approved. The Commission set the following priority list:

1. West Portal
2. Excelsior
3. Marina
4. Noe Valley
5. Richmond
6. Merced
7. Western Addition
8. Ortega
9. North Beach

C. **Librarians Guild:** The Library Guild requests the Commission to solicit staff input when conducting the Annual Performance Appraisal of the City Librarian and the Secretary of the Library Commission. Mr. Dowlin announced that there is a City wide change in the evaluation process for Managers and Supervisors. Civil Service will contact the Commissioners for performance

appraisal training. President Coulter urged the Library Guild to approach the Commissioners privately for discussion.

The Library Guild requested updated information on the Friends of The Library's Library Hours Survey.

VIII. New Business

A. **Eureka Valley Branch Rainbow Flag:** The Commission engaged in a discussion regarding the Gay, Lesbian Rainbow Flag located at the Eureka Valley Branch Library-Harvey Milk Memorial.

Commissioner Carlson stated that the City Attorney is working on an opinion to forward to the Commission for consideration by the Finance and Operation Committee's next meeting. The City Attorney has suggested that the Commission consider a policy for the flying of flags over public libraries. The City Attorney will be considering three issues; (1) the appropriateness of flying the flag and the proper procedures for flying other than state of California flags (2) Whether flying the flag is an inappropriate expression of government speech (3) Whether flying the flag creates a public forum.

1. Dr. David Ennis, Senior Minister of the Hamilton Square Baptist church, expressed his opinion on flying the Rainbow flag as a political statement and as inappropriate for libraries.

2. Wil Holt, Retired Pastor, expressed his views about the Rainbow flag, stating it is unwise to push one agenda.

3. Josef Youmtoub, of the San Francisco Christian Coalition, stated he opposed flying the gay flag on public facilities. He viewed flying the flag as unfair and discriminatory. Mr. Youmtoub informed the Commission that if the gay flag is allowed to fly, he would file a suit against the city for discrimination through the State Attorney General, the Federal Attorney General and a class action suit through the American Center for Law and Justice.

4. Chuck MacIlhenney, Presbyterian Pastor, agreed with the previous speakers, urging the Commission not to fly any flag outside the three flags of the state. (U.S., California and City of San Francisco flags)

5. Arthur Conrad, concerned citizen, expressed his opinion that the flag was a political symbol.

6. Marsha Popper, active with the Neighborhood Council, stated that she hoped the Commission would be receptive to other interest groups when they need to be represented.

7. Rob Lieber, a concerned citizen, expressed pride of the Rainbow Flag being flown at the Eureka Valley Branch.

President Coulter and Commissioner Carlson iterated that the library system is a Community based library system. The branches reflect the special need of the Community, as does the Eureka Valley Branch-Harvey Milk Memorial, which is named after Supervisor Harvey Milk, the first openly-gay elected official. This branch is the home of the lesbian and gay Collection. The flag pole and flag were donated by the American Legion Post in 1988, which has a heavy concentration of Gay Veterans. The politics of the city as a whole is favorably inclined towards lesbians and gays.

There being no further business to transact, the August 4, 1992, Commission meeting was adjourned at 6:50 PM.

The next regular meeting of the San Francisco Public Library Commission will be held on Tuesday, September 1, 1992, in the Lurie Room, Main Library.

Donna Marion
Assistant to the Commission

Resolution #1596

APPROVAL OF SEPARATION OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JUNE, 1992.

RESOLVED, That in accordance with Charter Section 3.501, the following separation from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Batsford, Julie
Berger, Jamie
Campos, Nelson
Cavalier, Anton
Cravotta, Dave
Fenno, Jonathan
Kilgallen, Margaret
Morrison, Jay
Scofield, Stewart
Im, Romonyvuth
Jee, Mitchell
Kavanagh, Teresa
McNee, Felix
Mguyen, Linh
Pappadakis, Debra
Bourne, Mollie

RESOLUTION # 1597

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR, ACCEPT AND EXPEND FUNDS NOT TO EXCEED $65,528 AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM TITLE I OF THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR MAJOR URBAN RESOURCE LIBRARIES FOR FISCAL YEAR 1992/93.

WHEREAS, The California State Library has Federal Library Service and Construction Act Funds available to support Major Urban Resource Libraries; and

WHEREAS, The San Francisco Public Library wishes to submit an application to the State of California and continue to be designated as a Major Urban Resource Library; and

WHEREAS, The San Francisco Public Library is eligible to these funds as a city with a population of 100,000 or more; now, therefore, be it

RESOLVED, That the San Francisco Public Library is authorized to apply for, accept and expend federal funding not to exceed $65,528 for designated Major Urban Resource Libraries; and be it

RESOLVED, that indirect costs are not allowed in this grant, and therefore these costs be waived and the entire amount of the grant be used for the purchase of library materials and the cost of one required workshop.

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds.

Resolution #1598

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JULY, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JULY, 1992.

RESOLVED, That in accordance with Charter Section 3.501, the following separation from Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of July, 1992 be approved:

3602 Library Page

Harris, Cayenne
Haynes, Shantel
Louie, Gin
Nguyen, William
Nicholson, Jane
Truong, Phu
Yu, Jeannie

AND FURTHER, The following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Cabrera, Mary
Oliveira, Selma
Phipps, David
Richard, Andrew

DOCUMENTS DEPT.
OCT 19 1992
SAN FRANCISCO
PUBLIC LIBRARY

Public LIBRARY COMMISSION MINUTES
OCTOBER 6, 1992

The regular monthly meeting of the San Francisco Public Library Commission was held Tuesday, October 6, 1992, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 2:00 P.M. by President Coulter.

II. Roll Call

The following Commissioners were noted present: President Coulter, Commissioners Carlson, Gee, Herlihy, Kopp and Rosenberg. Commissioner Swig arrived at 3:35 P.M.

III. Approval of Minutes

It was moved by Commissioner Carlson and unanimously approved that the minutes of the September 8, 1992, Commission meeting be approved as amended.

IV. Consent Calendar

It was moved by Commissioner Carlson and unanimously approved that Resolution #1603 temporary exempt and non-Civil Service appointments and separations for August, 1992, be adopted. (Resolution #1603 Attached)

V. President's Report

Committee Appointments: Commissioner Herlihy was appointed to the Finance and Operation Committee joining Commissioner Carlson as Chair and Commissioner Swig.

Appointments to the Planning Committee were Commissioner Shepard Kopp as Chair and Commissioner Gee and Rosenberg.

VI. City Librarian's Report

A. **Announcements:** The third annual San Francisco Bay Area Book Festival will be held at the Concourse Exhibition Center on October 17 & 18, from 10:00 a.m. - 6:00 p.m. The Booklover's Ball will be held Saturday, October 17, 9:30 P.M. at the San Francisco Center.

President Coulter introduce his guest Dr. Alexander Sungturoi, a member of the city council from Saint Petersburg, Russia.

B. **Fiscal Year 1992-93 Budget update:** Mr. Dowlin, reported that the Library will be required to take furloughs (six days of unpaid leave per every employee) before June 30 since the library's budget has been reduced by approximately $370,000. Implementation of furloughs is under discussion as well as other options of work-schedule reductions, layoffs or termination of seven employees.

The Board of Supervisors restored "Sunday Hours" by adding back $160,000 with an implementation date around December 1, 1992.

To balance the City's budget, funds from the Airport, Port and Public Utilities Commission are being utilized. Continued utilization of these funds requires the appropriate approval from each commission.

Fiscal year 1993-94 budget discussion will begin November 1, 1992.

C. **Commission Orientation:**

Kenneth Dowlin, City Librarian, acknowledged the distribution of the California Library Association Intellectual Freedom Manual, ALA Intellectual Freedom Handbook, an excerpt on the Freedom To Read and the Library's Mission and Goal statement.

Each handout relates to the issue of intellectual freedom. Mr. Dowlin asked that the Commission consider the right to read and access to information as a critical part of what San Francisco Public library stands for. Mr. Dowlin requested that the Commission also consider expanding the principals in the Right To Read Statement to cover listening, viewing, electronic access to information, reading rooms and displays. It was recommended by President Coulter to refer this discussion on to the Planning Committee.

D. **Establishing Congressional and State Contacts:** Kenneth Dowlin requested each Commissioner to provide a list of their Congressional or State Assembly contacts with whom there is on going communications. If a SFPL issue is in committee, the library could seek commission assistance in communicating with the state or national contact.

VII. Finance and Operations Committee Report

A. **Proposal To Accept And Expend Two Library Service and Construction Act, Title VI Grants for $29,033.00 and $34,530.00:** It was moved by Commissioner Carlson and unanimously approved to adopt Resolution #1604 for Student Outreach and Services and #1605 for Student Support Services. (Resolution #1604 and #1605 attached)

B. **Proposal to allow the conveying easement rights for oil pipelines from Union Oil Company of California of Union Oil Pipelines Company:** It was moved by Commissioner Carlson and unanimously approved to adopt Resolution #1606 allowing the easement rights title transfer. (Resolution #1606 attached)

C. **Request for approval to expend $235,000 of Fuhrman Funds for FY 1992-93:** It was moved by Commissioner Carlson and unanimously approved to expend $235,000 for FY 1992-93.

D. **Resolution #1607:** Resolution #1607, was withdrawn. Communication in the form of a letter will be sent to the City Planning Commission from the Library Commission stating that the Library Commission encourages the City Planning Commission and its staff to review the approval process for public sponsored projects in light of the experience gained through consideration of the new Main Library; and the Library Commission encourages the City Planning Commission to also undertake efforts to ensure that the Civic Center element of the Master Plan is current and reflective of the many projects underway or proposed in this architecturally significant area; and that the Library Commission pledges its full cooperation and support to those efforts.

E. **Eureka Valley-Harvey Milk Memorial Branch Library Rainbow Flag:** The Commission engaged in a discussion regarding the Rainbow Flag flying at the Eureka Valley-Harvey Milk Memorial Branch Library and invited public testimony.

Roberto Esteves, representing the opinion of approximately fifty library staff members, stated the flying of the Rainbow Flag was an appropriate and justifiable exercise of the library's freedom of speech.

Mark Barmore, Deputy City Attorney, stated that flying the flag is a legal expression of government speech. It does not open to public forum and the Library Commission is the appropriate forum to decide whether the flag continues to fly at Eureka Valley-Harvey Milk Memorial Branch.

After hearing public comment regarding the flag, from several members of the public, it was moved by Commissioner Carlson and approved that Resolution #1608 be adopted. Vote was **SIX AYES; and ONE NAY.** (Resolution #1608 attached)

Commissioner Swig departed at 4:28 P.M.

The Commission called for a break at 4:28 P.M. and returned at 4:40 P.M.

F. **Supplemental Appropriation of New Main Library $86,213,304:** It was moved by commissioner Carlson and unanimously approved that the supplemental appropriation, the Library Improvement Bond funds for Main Library's construction in the amount of $86,213,304, be approved.

Commissioner Rosenberg departed at 4:57 P.M.

G. **Annual Report Publication Fund Expenditure of $3,000:** It was moved by Commissioner Carlson and unanimously approved to expend $3,000 for the San Francisco Public Library Annual Report. Source of funds is the Publication Fund.

Commissioner Shepard Kopp departed at 5:05 P.M.

H. **Shell Oil Status Report:** No action taken. The Finance and Operation Committee is reviewing Shell Oil's proposal to extend the lease term which is up for renewal in 1997. The Committee has requested to review revenue reports and has asked for a City Attorney's opinion on whether it is permissible to do business with Shell Oil given the City's ordinance restricting doing business with companies that do business with South Africa.

VIII. Planning Committee

No report.

IX. Librarian's Guild

Jason Gibbs, Librarian's Guild, expressed library staff confusion regarding the addition of Sunday funding and the cut in library funds of $370,000.

X. New Business

None

XI. Public comment

Jim Haas, President of Civic Pride, agreed that the Civic Center Plan needs to be updated and encouraged sending communication to the Planning Commission.

John Barbrie, Liberty Hill Association and San Francisco League of Neighborhoods, suggested that the library create a "Book Wish List" noting books the library wished to have donated. This matter was referred to the Planning Committee for discussion.

Ed Regan, Library patron, suggested that the library place the subject of "extended hours" on the agenda each month.

Their being no further business to transact, at the October 6, 1992, regular commission meeting was adjourned at 5:20 PM.

The next regular meeting of the San Francisco Public Library Commission will be held on Tuesday, November 3, 1992, at 4:30 PM, in the Lurie Room, Main Library.

Donna Marion

Donna Marion
Assistant to the Library Commission

RESOLUTION #1603

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF AUGUST, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER 1992.

RESOLVED, that in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the September, 1992 be approved:

3602 Library Page

Kilgallen, Margaret
McGibney, Tom
Nguyen, Ngoc
Tang, Menghieng
Trinh, Tho
Wu, Benjamin

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 LIBRARY PAGE

Huynh, Frank
Aaronson, Adam
Hembree, Janice
McIntire, Ann
Monservas, Lusie
Moran, Ofelia
Trade, Sean

RESOLUTION #1604

[Grant - Federal Funds]

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT AND EXPEND FUNDS AVAILABLE FROM THE UNITED STATES DEPARTMENT OF EDUCATION FOR A PROJECT READ OUTREACH PROGRAM.

WHEREAS, The San Francisco Public Library has been awarded $29,033 to expand the operation of Project Read, the Library's community-based literacy program for one year; now, therefore, be

RESOLVED, That the City Librarian is authorized to accept and expend an amount not to exceed $29,033 of Library Services and Construction Act VI funds for outreach services for Project Read through September, 1993, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

RESOLUTION #1605

[Grant - Federal Funds]

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT AND EXPEND FUNDS AVAILABLE FROM THE UNITED STATES DEPARTMENT OF EDUCATION FOR A PROJECT READ STUDENT SUPPORT PROGRAM.

WHEREAS, The San Francisco Public Library has been awarded $34,530 to expand the operation of Project Read, the Library's community-based literacy program for one year; now, therefore, be

RESOLVED, That the City Librarian is authorized to accept and expend an amount not to exceed $34,530 of Library Services and Construction Act VI funds for student support services of Project Read through September, 1993, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

Resolution #1606

AUTHORIZING THE REAL ESTATE DEPARTMENT TO PROCESS THE NECESSARY DOCUMENTS AND BOARD OF SUPERVISORS LEGISLATION TO COMPLETE THE TRANSFER OF OWNERSHIP OF UNION OIL COMPANY OF CALIFORNIA CRUDE OIL PIPELINES ON AN EXISTING EASEMENT OVER CITY PROPERTY IN KERN COUNTY TO UNION OIL PIPELINE COMPANY.

WHEREAS, Union Oil Company of California has an existing easement over City property in Kern County for oil pipelines, water lines and an electric transmission pole line; and

WHEREAS, This easement has been in existence since 1911; and

WHEREAS, Union Oil Company of California has transferred ownership of its crude oil pipelines to Union Oil Pipeline Company, a wholly owned subsidiary of UNOCAL; and

WHEREAS, UNOCAL has agreed to pay the City $3,000 to process the necessary documents to effect this transfer; now therefore be it

RESOLVED, That the San Francisco Public Library Commission does hereby authorize the Real Estate Department to process the necessary documents and Board of Supervisors legislation to complete the transfer of ownership of UNOCAL's crude oil pipelines on an existing easement over City property in Kern County to Union Oil Pipeline Company.

RESOLUTION #1608

WHEREAS, the Eureka Valley Branch Library of the San Francisco Public Library system was dedicated to the memory of Harvey Milk, a prominent leader of the gay and lesbian community and a champion of libraries, in 1980; and

WHEREAS, the Eureka Valley-Harvey Milk Memorial Branch Library houses a substantial portion of the San Francisco Public Library's collection of gay and lesbian literature, which was designated as the "Gay/Lesbian Collection" in 1980; and

WHEREAS, the Alexander Hamilton Post of the American Legion donated an American flag and a rainbow flag to the San Francisco Public Library in 1989; and

WHEREAS, the rainbow flag is an internationally recognized symbol of hope, diversity and pride, and was created by Gilbert Baker a San Francisco artist;

WHEREAS, both flags have flown at the Eureka Valley-Harvey Milk Memorial Branch since 1989; and

WHEREAS, the City and County of San Francisco and its citizens have a long-standing tradition of supporting the human rights of gay and lesbian people and opposing discrimination based on sexual orientation; and

WHEREAS, as an agency of the City and County, the San Francisco Public Library has Constitutionally protected rights to exercise lawful government speech, so long as it does not take sides in an electoral issue nor monopolize the marketplace of ideas; and

WHEREAS, the San Francisco Public Library exercises sole authority over which flags may fly from its flagpoles, has chosen to fly the rainbow flag, which it owns, above the branch library most closely affiliated with the gay and lesbian community of San Francisco; and in no way has by this action created a public forum whereby other organizations can seek to fly other banners from this or other library facilities;

NOW THEREFORE BE IT RESOLVED, that the rainbow flag shall continue to fly at the Eureka Valley-Harvey Milk Memorial Branch of the San Francisco Public Library.

DOCUMENTS DEPT.
DEC 0 3 1992
SAN FRANCISCO
PUBLIC LIBRARY

SF

Public LIBRARY COMMISSION MINUTES
NOVEMBER 3, 1992

The regular monthly meeting of the San Francisco Public Library Commission was held Tuesday, November 3, 1992, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:35 P.M. by President Coulter.

II. Roll Call

The following Commissioners were noted present: President Coulter, Commissioners Carlson, Gee, Herlihy, Kopp and Rosenberg. Commissioner Swig was excused

III. Approval of Minutes

It was moved by Commissioner Gee and unanimously approved that the minutes of the October 6, 1992, Commission meeting be approved.

IV. Consent Calendar

It was moved by Commissioner Carlson and unanimously approved that Resolution #1609, temporary exempt and non-Civil Service appointments and separations for August, 1992, be adopted. (Resolution #1609 attached)

V. President's Report

A. Schedule of Commission and Committee Meetings: President Coulter stated that the Commission usually follows the list of scheduled meetings, but meeting dates and times are subject to change.

B. Committee Assignments: Held for discussion until Commission meeting of December 1, 1992.

VI. City Librarian's Report

A. Survey of Library Hours: The Survey Committee is conducting a field test study of library service hours. The final survey will be completed in late January or early February.

Commissioner Rosenberg questioned if consideration would be given to the individual librarians in determining what hours of service were best for their surrounding neighborhood. Hope Hayes, Acting City Librarian, stated librarian input would be considered along with community input, taking into account the library's financial state. The survey's intent is to reach users and non-users. Hope Hayes said the "Survey of Library Hours" will be brought before the Commission for distribution.

Commissioner Herlihy requested that the Commission consider opening the Presido Branch on Wednesdays at 3:00 PM instead of 4:00 PM. Commissioner Herlihy stated that through discussions with librarians and observations of other branches, many children proceed to the library from school later to be picked up at 6:00 PM by their parents. For any family that looks to the library as a safe place for their child between school ending and parents getting off work, Commissioner Herlihy requested that the Presido Branch open one hour earlier on Wednesday. Neel Parikh, Chief of Branches, stated that the Presido Branch is a Reading Center open 4 to 5 hours every day from 4:00 PM to 9:00 PM at the request of the community through a neighborhood survey, and that recent use statistics show that the reading center hours need to be adjusted from 4:00 PM to 3:00 PM. Ms. Parikh indicated the hours will be adjusted once the "Survey of Library Hours" is completed.

Ms. Parikh added that the survey of library hours originated when Commissioner Dale Carlson and she attended neighborhood meetings where concerns to have library hours adjusted to meet the needs of the neighborhood were expressed. Neel Parikh stated that sometimes the hours the neighborhood suggests were not the hours traditionally found to be busy by librarians. Generally, the library has set hours based on what librarians know as heavy hours as well as staffing needs throughout the system. The survey serves as a way of formalizing

input and getting a different perspective of what neighborhoods want.

B. **Fiscal Year 1993-94 Budget:**
Hope Hayes reported that the Mayors's Office sent out budget instructions and the City anticipates a possible FY 1993/94 deficit between $150 million to $200 million. The library must put together a baseline budget based on the reductions the library has already received.

C. **Update on Branch Library Renovation Project:**
Neel Parikh stated that the library staff have identified a site for the Chinatown Branch, the Panzini building at 170 Columbus Avenue. Discussion with the owners is underway as the library tries to secure funding. The Chinatown Branch will close around the beginning of June. The original plan was to fund the Chinatown Branch site through the FY 1993/94 budget, but with the anticipated deficit, other funding sources are being sought. Further discussion regarding renovation was deferred to the November 24, 1992, Finance and Operations Committee meeting.

D. **Bookmobile:**
Gloria Hanson, Assistant Chief of Branches, stated the new bookmobile, funded by The Friends Of The San Francisco Public Library, will be inaugurated on Tuesday, November 10, 1992, at 10:00 A.M. The Friends Of The San Francisco Public Library published and distributed a newsletter on the new bookmobile and notified the news media

VII. Finance and Operations Committee Report

A. **Approval of Supplemental Appropriation for FY 1992/93 of $160,000 to Restore Sunday Hours in the Main Library and the Jail Project by December 1, 1992:**
It was moved by Commissioner Herlihy and unanimously approved to restore the Jail Project and Sunday hours in the Main Library by December 1, 1992. Hope Hayes, stated the funds can only be used as designated by the Board of Supervisors, for Sunday hours and the Jail Project. Of the $160,000, $30,000 is for the Jail Project which encompasses one part-time librarian and one library page. The library staff provides books for the prisoners but, due to a lack of increased funding, only one-half of the City Jail population and one-half of the San Bruno Jail population can

receive library services. Commissioner Herlihy volunteered to participate in meetings with Sheriff Michael Hennessey to discuss the Jail Project funding efforts. Hope Hayes stated staffing the Sunday hours is still in the planning process.

B. **Strategy for Implementation of Furlough Programs:** At Commissioner James Herlihy's request, this item was referred back to the Finance and Operations Committee for further study.

C. **Resolution #1610:**
It was moved by Commissioner Herlihy and unanimously approved to strike the words IN OBSERVANCE OF THE THANKSGIVING HOLIDAY and have Resolution #1610 read as follows: RESOLVED, That the Library Commission does hereby adjust branch open hours on Wednesday, November 25, 1992, from 10:00 AM to 6:00 PM, Thanksgiving Eve.

Commissioner Herlihy stated that the reasons for closure were that on Thanksgiving Eve few people used the library between 6:00 PM and 9:00 PM and that closure reduces salary expense.

D. It was moved by Commissioner Herlihy and unanimously approved that the supplemental appropriation of $7 million of interest derived from the 1988 Library Improvement Bond for the new Main Library project be approved.

E. **Resolution #1611:** It was moved by Commissioner Gee and unanimously approved to accept a gift of $9,614,568 from the Library Foundation of San Francisco to fund building enhancements for the new Main Library. **(Resolution #1611 attached)**

F. At the request of Hope Hayes, the Library Commission appointment to the Civil Service Orientation on Performance Appraisals was referred back to the Finance and Operations Committee.

VIII. Planning Committee

No report

IX. Librarian's Guild

No report

X. New Business

Commissioner Rosenberg commended David Schwabe and Joan Lefkowitz for their service involvement with the Ballot Reader Program for the Blind, along with the production of an Audio newsletter.

XI. Public Comment

None

There being no further business to conduct, the November 3, 1992, regular commission meeting was adjourned at 5:23 PM.

The next regular meeting of the San Francisco Public Library Commission will be held on Tuesday, December 1, 1992, at 4:30 PM, in the Lurie Room, Main Library.

Donna Marion

Donna Marion
Assistant to the Library Commission

11/24/92:dm

Resolution #1609

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER 1992.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of September, 1992 be approved:

3602 Library Page

Berger, Chaska
Chu, Thomas
Hui, Jenny
Markosian, Adam

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Hendricks, Carolyn
Irizarry, Teresa
Lane, Kerry
Manischewitz, Rachel

Resolution #1611

[ACCEPTANCE OF A GIFT]

ACCEPTING A GIFT TO THE SAN FRANCISCO PUBLIC LIBRARY IN THE AMOUNT OF $9,614,568 TO FUND BUILDING ENHNACEMENTS FOR NEW MAIN LIBRARY.

WHEREAS, A new main library will be constructed on Marshall Square in Civic Center; and,

WHEREAS, Funding for construction of the new main library is provided by the proceeds of general obligation bonds approved by the voters in 1988; and,

WHEREAS, The Libray Foundation of San Francisco has agreed to fund certain building enhancements to the new main library; now, therefore be it

RESOLVED, That the Library Commission does hereby accept funds in the amount of $9,614,568 to fund these enhancements; and be it

FURTHER RESOLVED, That the Library Commission hereby expresses its gratitude to the Library Foundation of San Francisco for its generosity.

City and County of San Francisco

Department of Public Works
Bureau of Architecture

MEMO TO: Steven Coulter
President, Public Library Commission

FROM: Norman Karasick
City Architect
Bureau of Architecture
Department of Public Works

THROUGH: Kenneth Dowlin
City Librarian

Dale Carlson
Chairman
Library Commission Finance Committee

DATE: October 20, 1992

RE: SUPPLEMENTAL APPROPRIATION FOR CONSTRUCTION OF AND CONSTRUCTION CONTINGENCY FOR THE NEW SAN FRANCISCO MAIN LIBRARY FROM LIBRARY IMPROVEMENT BOND FUNDS INTEREST EARNINGS

The Department of Public Works requests a supplemental appropriation in the amount of $7,000,000 from interest earned to date and future interest earnings from the Library bond issues.

This request will be allocated as follows:

Main Library

1.	Construction Phase of the Bond Program	$1,000,000
2.	Construction Contingency	6,000,000
	Total	$7,000,000

We appreciate your consideration and approval of this supplemental appropriation request.

RA:yc

cc: Kathy Page
Robert T. Cockburn
Russ Abel
James Cheng
Woodrow Jones
Andrew Stelman
Ray Fong
30Van Ness

Ref: RA003

F
76
2
1/92

DOCUMENTS DEPT.
JAN 11 1993
SAN FRANCISCO
PUBLIC LIBRARY

SF
Public

LIBRARY COMMISSION MINUTES
DECEMBER 1, 1992

The regular monthly meeting of the San Francisco Public Library Commission was held Tuesday, December 1, 1992, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:36 PM by President Coulter.

II. Roll Call

On roll call, the following Commissioners were noted present: President Coulter; Commissioners Carlson, Gee, Herlihy, Swig and Rosenberg. Commissioner Kopp arrived at 5:04 PM.

III. Approval of Minutes

It was moved by Commissioner Carlson and unanimously approved that the minutes of the November 3, 1992, Commission meeting be approved as submitted.

IV. Consent Calendar

It was moved by Commissioner Carlson and unanimously approved that Resolution #1612, temporary exempt and non-Civil Service appointments and separations for November, 1992, be adopted. (Resolution #1612 attached)

V. President's Report

A. Formal Change of Committee Members: President Coulter announced changes in committee assignments. Commissioner Swig is assigned to the Planning Committee and Commissioner Rosenberg is assigned to the Finance and Operations Committee.

B. Appointment of Elections Committee:

President Coulter appointed Commissioner Carlson as Chair and Commissioner Gee as a member to the Election Committee that will make nominations for the 1993 Commission Offices of President, First Vice President and Second Vice President. The Commissioners were instructed to contact the Committee if interested in holding an office.

C. Personnel Issues:
Commissioner Gee was appointed the Commission's liaison with Civil Service and the point person for the Commission's personnel evaluations of the City Librarian and Commission Secretary.

VI. City Librarian's Report

A. Survey of Library Hours:
Donna Marion, Assistant to the Library Commission, discussed the Library Hours Survey that is to be distributed at 14 different sites around San Francisco, in addition to 27 library branches and the Main, from Sunday, January 10 through Sunday, January 17, 1993. Ms. Marion stated that the Friends of the Library volunteers will distribute 1,400 surveys printed in English, Chinese and Vietnamese. It was recommended by Commissioner Gee that the survey also be printed in Spanish, that the word "suggestions" be added next to "comments" and that there be bilingual representation when distributing the survey. Commissioner Rosenberg stated that the survey should include evening hours. It was suggested by Mary Louise Stong that #4 on the survey indicate "For a listing of resource branches, see item 6." It was moved by Commissioner Rosenberg and unanimously approved that the Library Hours Survey be accepted as amended. Ms. Marion stated that once the survey is completed the results will be tallied and submitted to the Commission. (See attachment 1)

B. BALIS Appointment to the Advisory Board:
Kenneth Dowlin, City Librarian, explained that the Bay Area Library Information Service System (BALIS) is part of a state-wide library service system. The San Francisco Public Library belongs to BALIS which is headquartered in Oakland. Under the state mandate, the system is required to have

an advisory board composed of lay representatives from the different libraries. The BALIS Advisory Board meets quarterly, reviews the annual plan and provides community input. Mr. Dowlin stated that it has been the practice of the San Francisco Public Library to appoint a Commissioner to the Advisory Board. Commissioner Shepard Kopp agreed to have his name forwarded to the Board of Supervisors for appointment as the Commission's BALIS representative.

C. Revised Bylaws:
President Coulter requested the Planning Committee to review Commission Bylaws and offer suggestions for any changes.

D. PROJECT READ's Gala Celebration:
February 25, 1993, is the tenth anniversary of PROJECT READ. The Sheraton Palace Hotel is hosting a public gala celebration from 5:30 PM to 7:30 PM at no cost to the library.

VII. Finance and Operations Committee Report

A. Strategy for Implementation of Furlough Program and Update on Effects on Service of Implementation of Budget Reductions:
Mr. Dowlin stated that the library must resolve the $370,000 reduction in the budget. An option proposed to the Mayor's Office by many City Departments was to implement mandatory furloughs for employees. Implementing involuntary furloughs requires a change in the Civil Service regulations which would authorize the Department Head to impose unilateral unpaid furloughs for all or some of the staff when the Controller certifies that a Department is at risk of running out of funds. Mr. Dowlin stated that the Civil Service Commission postponed taking action on the involuntary furlough proposal until January, 1993, and that the unions said they would work with their members to implement voluntary furloughs.

Mr. Dowlin proposed two strategies: first, that every library employee voluntarily accept six unpaid days from January 1, 1993, to June 30, 1993. If the voluntary furlough materializes, sufficient documentation must be received by the Controller's Office for certification by the first of the year. Mr. Dowlin stated that if there is not a voluntary furlough program, he anticipates that the Civil Service Commission would

allow mandatory furlough, the library's second strategy. Mr. Dowlin asked the Library Commission to adopt and authorize the days indicated in the furlough proposal as days the Library could be closed:

Friday before M. L. King's Birthday - January 15, 1993
Friday before President's Day - February 12, 1993
The second Friday in March - March 12, 1993
The third Friday in April - April 16, 1993
The Friday before Memorial Day - May 28, 1993
The third Friday in June - June 18, 1993

Mr. Dowlin stated that three of these dates are in conjunction with holidays and the other three are as close to holidays as possible and scheduled to occur on the same Friday of each month. These dates spread the impact to employees over 12 pay periods and create a predictable pattern of closures for both the public and employees. Mr. Dowlin indicated that all staff furloughs would need to take place at the same time from an operational perspective and that the library will proceed in surveying the entire staff asking for voluntary furloughs, completing the survey process no later than December 1992. Mr. Dowlin requested the Commission to adopt the furlough dates listed above.

Mr. Dowlin stated that he had prepared four scenarios referred to as option B, ALTERNATIVES FOR BUDGET REDUCTION, which represent other alternatives if the Library cannot provide evidence to the Controller that voluntary furloughs will take place. (See attachment 3)

Option 1: Reduce the number of branches by closing 7 branches and reading centers.

Impact of closure

* loss of 14 FTE staff
* loss of service in 7 geographically spread communities
* loss of service to 5,5128 patrons per week

Commissioner Herlihy, stated that the proposed options should reflect the role of the soon-to-be

hired Director of Volunteer Services as well as the volunteers to minimize the impact on the public.

Mr. Dowlin stated that layoff notices have been mailed to the affected employees, but can be rescinded up to the day before the layoff is to take effect. It was noted that proposed options 2 and 3 included volunteers.

Neel Parikh, Chief of Branches, gave an overview of branches and referred to a packet that was distributed at the meeting. The packet included the San Francisco Public Library Usage Information 1991/92, SF Branch System Information, Branch Library Staffing And Service Cuts and SFPL Branches Hours Open Per Week. (See attachment 4) Ms. Parikh stated that the branch system was designed in the 1970's with three levels of service:

1. Resource Branch - is a larger facility that has a larger collection designed to provice more information.

2. Neighborhood Branch - Provides smaller collections and limited services targeted to the needs of distinct neighborhoods. The collection focuses on recreational reading materials.

3. Reading Center - does not have a trained professional librarian on site to build the collection or answer questions. The collections and budgets are small, so the amount of materials available is very limited.

Ms. Parikh stated that reductions have taken place in branch staffing, branch service and branch hours. The largest cuts have been in the Resource Branches; three Neighborhood branches have been turned into Reading Centers, reducing staff and service hours. Ms. Parikh said when considering closing branch sites, patron usage, books circulation per capita, children's circulation and branch size are taken into consideration. During the last budget cuts 5 Resource Branches were closed on Mondays, affecting 5,246 patrons weekly. If the proposed 7 branches are closed 5,128 patrons will be affected each week. (See attachment 4)

Option 2: Reduce the Main Library to a five day week operation and close two branches and one reading center.

* Loss of 14 FTE staff
* Reduction in city-wide support to branch libraries
* Reduction in service to Tenderloin, Civic Center, South of Market, Hayes Valley corridor communities
* Loss of service to 2,880 patrons per day at Main
* Loss of service to 3,516 patrons per week at branches and reading center

Hope Hayes, Chief of Main, stated that the Main library service area is the entire City and County of San Francisco: in addition, the Main serves as a branch library for the South of Market, the Hayes Valley, Civic Center and the Tenderloin. According to the 1990 statistics, the population serviced by the Main is 81,510 people. Ms. Hayes said of that percentage, 43% are young adults and children and that 53% of the Main Library's circulation serves additional neighborhoods including Mission, Noe Valley, Haight-Ashbury, Fillmore, Western Addition, Pacific Heights, Nob and Russian Hills, Chinatown, and the Financial District. (See attachment 5)

Option 3: Reduce library staffing in the Page classification and implement a program to offset that loss through volunteers. (See attachment 3)

Marcia Schneider, Community Relations Librarian, briefed the Commission on the status and background of the library volunteer program indicating that the program's purpose is to enhance service and provide support for staff. Ms. Schneider stated the job announcement for the Director of Volunteer Services will remain posted until December 7, 1992. Ms. Schneider stated that The Friends Of The Library will fund the Director's position for one year. After that year, the library will have to seek general fund monies to support the position. Ms. Schneider expressed the difficulty of volunteer recruitment by stating that a highly popular volunteer program, the "Book Buddies Program," has a recruitment of approximately 120 volunteers a year with a retention rate of 30 to 45.
Ms. Schneider stated that option 3 was not doable.

Ms. Schneider stated that option 3 was not doable, and that option 4 would be difficult but is a possibility; both options impact service. Commissioner Herlihy stated the volunteer services program is an extraordinary response to tough economic times and the hiring of the Director of Volunteer Services is to assist staff not to supplant staff. Diana Buchbinder, Department Personnel Officer, stated that the library employs approximately 190 to 200 pages with an average work week of 12 to 15 hours. Ms. Buchbinder said if the Commission chooses options 3 or 4, two week lay off notices would need to be provided to the pages. The saving that would be accrued is about $200,000 by laying off 25% of the pages between January and June 1993.

Jason Gibbs, Librarians Guild, requested that the library consider voluntary furloughs. He stated that the Librarians Guild, as well as the other unions, will work very hard towards voluntary furloughs. Mr. Dowlin stated that the library will be surveying the employees for voluntary furloughs.

It was moved by Commissioner Carlson and unanimously approved that the SFPL Furlough Proposal, of November 25, 1992, voluntary furlough dates for system wide closure, be approved with an amendment that Mr. Dowlin and staff explore the possibility through the Employee Relations Division of reviewing existing holidays as voluntary furlough days.

Commissioner Swig departed at 6:26 PM.

It was moved by Commissioner Carlson and unanimously approved that the furlough dates as indicated in SFPL Furlough Proposal, November 25, 1992, be used for involuntary furlough days unless unpaid holidays are approved by the Civil Service Commission.

It was moved by Commissioner Herlihy and unanimously approved to hold a special Commission meeting on Tuesday, December 15, 1992, at 4:30 PM to discuss other options regarding how the library will operate if 14 staff members are laid off. The Finance and Operations Committee meeting of December 15th was postponed until Tuesday, January

19, 1992, at 4:30 PM.

All other Commission agenda items were held over to the Commission meeting of Tuesday, January 5, 1993.

VIII. Planning Committee

Report held over to meeting of January 5, 1993.

IX. Librarian's Guild

None

X. New Business

None

XI. Public Comment

Marjorie Stern asked that the Commission adjourn in the memory of former librarian Bertha D. Hellum-Berman who recently passed away.

There being no further business to transact, the regular Commission meeting was adjourned December 1, 1992, at 7:17 PM in the memory of Bertha D. Hellum-Berman.

The next meeting of the San Francisco Public Library Commission will be a special meeting to be held on Tuesday, December 15, 1992, at 4:30 PM, in the Lurie Room, Main Library.

Donna Marion
Assistant to the Library Commission

12/7/92

Resolution #1612

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF NOVEMBER, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF NOVEMBER, 1992.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of NOVEMBER, 1992 be approved:

3602 Library Page

Aaronson, Adam
Alomar, Josie
Henry, Katherine
Lee, Paul

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Fonseca, Michael
Dresser, Halliday
Ho, Johnson
McGwin, Colleen
Robinson, Pietr
Way, Alexander

Attachment 1

DATE: December 1, 1992

TO: San Francisco Public Library Commission

FROM: Library Ad Hoc Survey Committee D.M.

SUBJECT: LIBRARY HOURS SURVEY DISTRIBUTION PLAN

The Library Hours Survey for the San Francisco Public Library system will be distributed at 14 different sites around the city in addition to 27 library branches and the Main. Sites include areas around super markets, shopping malls, and other highly populated areas of the city. The survey will be printed in English, Chinese, and Vietnamese. The Friends of the Library volunteers will assist in distributing the survey. The survey will be distributed for one week January 10th through January 17, 1993. A total of 1400 surveys will be distributed with two volunteers at every site. The survey location sites are;

Stonestown Mall, Bayview Mall, Geneva/Mission, 30th/Mission, Geary/Masonic, Chestnut Street, Broadway/Columbus, Felton/Great Highway, 9th/Iving, Noriega/38th Avenues - 44 Avenues, Diamond Heights Shopping Center, 15th Street/Mission, Market/Castro, Civic Center.

The survey locations were selected to represent a cross section of San Francisco. Information will be tabulated and analyzed to determine open hours best for the public.

Attachment

dm

WHAT DO YOU THINK LIBRARY HOURS SHOULD BE?

SAN FRANCISCO PUBLIC LIBRARY NEEDS YOUR HELP TO DECIDE WHICH HOURS WOULD BE BEST FOR YOU TO USE THE LIBRARY.

Given the choice, which hours WOULD YOU PREFER to use the library:

	BRANCH LIBRARY (Circle Below):		Mon	Tues	Wed	Thurs	Fri	Sat
1.	Mark with an "X" NO MORE THAN 3 time slots in a week you prefer to use a branch.	Morning						
		Lunch						
		Afternoon						
2.	If you want EVENING HOURS, choose one night and mark with an "X".							

	MAIN LIBRARY		Mon	Tues	Wed	Thurs	Fri	Sat	Sun.
3.	Mark with an "X" NO MORE THAN 3 time slots in a week you prefer to use the Main.	Morning							
		Lunch							
		Afternoon							
4.	If you want EVENING HOURS, choose one night and mark with an "X".								

5. If you prefer evening hours, how late would you use the library?
Check one: ☐ 7:00 p.m. ☐ 8:00 p.m. ☐ 9:00 p.m

6. If additional funds were available, would you prefer (MARK ONLY ONE):
☐ Added Night Hours ☐ Added Sunday Hours ☐ Added Daily Hours ☐ Resource Branches open 6 days/wk.

7. Have you used the facilities of the San Francisco Public Library within the last year?
a. ☐ Seldom or Never
b. ☐ Only Main Library in Civic Center
c. ☐ Branches & Main
d. ☐ Only Branches

8. If you use a branch please circle the one branch you use most frequently:

Resource Branches	Neighborhood Branches		Reading Centers
Chinatown	Anza	Noe Valley/Sally Brunn	Glen Park
Excelsior	Bayview/A.E.Waden	North Beach	Golden Gate Valley
Mission	Bernal Heights	Ortega	Ingleside
Richmond	Eureka Valley/H.M.M.	Park	Ocean View
Sunset	Library for the Blind	Parkside	Presidio
West Portal	Marina	Potrero	Portola
	Merced	Western Addition	Visitacion Valley

9. Your Primary Language: _____ 10. Secondary Language: _____

11. Zip code: _____ 12. Age Group: ☐ Under 13 ☐ 13- 19 ☐ 20-59 ☐ over 60

COMMENTS: _____

Attachment 2

SAN FRANCISCO PUBLIC LIBRARY
FURLOUGH PROPOSAL
November 25, 1992

In order to achieve the additional $370,000.00 salary savings imposed by the Mayor's Office for FY 92/93 it will be necessary to furlough Library staff for one (1) day per month, for a total of six (6) days, beginning January 1992 until the end of the fiscal year, June 30, 1993.

The most cost efficient method of implementing furloughs is to close the entire system for these days. Total system closure generates salary and fringe cost savings for all library classifications. Random closures generate the cost of both professional Library staff and associated facilities support staff and result in a lower rate of savings per day.

The cost breakdown of daily operation is:

Average daily salary cost	$45,667.00
Average daily fringe cost	$11,417.00
Average daily premium pay	$ 610.00
Total	$57,694.00

Closing the system for 6 days would save	$346,164.00
A shortfall would remain of	$ 23,836.00

The shortfall would be recovered by salary savings generated by short term vacancies and attrition.

To accomplish 6 furlough days, the entire system would close for one Friday each month. The dates would be as follows;

The Friday before M.L.King's Birthday - January 15, 1993
The Friday before President's Day - February 12, 1993
The second Friday in March - March 12, 1993
The third Friday in April - April 16, 1993
The Friday before Memorial Day - May 28, 1993
The third Friday in June - June 18, 1993

Three of these dates are in conjunction with holidays and the other three are, as closely as possible, scheduled to occur on the same Friday of each month. These dates spread the impact to employees over 12 pay periods and create a predictable pattern of closures for both the public and employees.

MEMORANDUM

TO: LIBRARY COMMISSIONERS

FROM: Kenneth E. Dowlin, City Librarian KED

DATE: December 1, 1992

SUBJECT: ALTERNATIVES FOR BUDGET REDUCTION

The library must reduce its operating budget by $370,000 in the last six months of fiscal year 1992/93. Although the Mayor anticipates the use of unpaid leave by employees in various departments to close the budget gap, the issue is currently in arbitration with employee unions and it is not possible to accurately predict the outcome.

Attached is a proposal for the library operations during the remainder of the fiscal year that will allow the library to absorb the loss of nearly 2,000 employee days in a six month period. This recommendation is based on the direction provided by the Commission's Finance and Operations Committee on November 24, 1992. It seems to be the most equitable for both the staff and the public to distribute the days closed throughout the remaining six months. I request your approval to close the SFPL library system on the days recommended, contingent on the city's ability to implement the furlough program.

In the event that the furlough program is not possible, I put forth four options and the impact of each:

1. Close 7 branches and reading centers.

   - loss of 14 FTE staff
   - loss of service in 7 geographically spread communities
   - loss of service to 5,128 patrons per week

2. Reduce the Main Library to a five day, 8 a.m. -5 p.m. operation.
Close 2 branches and 1 reading center.

- loss of 14 FTE staff
- reduction in city-wide support to branch libraries
- reduction in service to Tenderloin, Civic Center, South of Market, Hayes Valley corridor communities
- loss of service to 2,880 patrons per day at Main
- loss of service to 3,516 patrons per week at branches and reading center

3. Reduce library page hours systemwide by 50% and rely on volunteers to accomplish the tasks undertaken by those pages.

- loss of 100 part time staff
- temporary reduction in service hours at all sites until volunteer program can be implemented
- recruit, train, and assign 600 volunteers per week @ 3 hours per week each

4. Reduce library page hours systemwide by 25% and rely on volunteers to accomplish the page work.
Reduce service at Main Library two days a week.

- loss of 6 permanent staff
- loss of 50 part time staff
- temporary reduction in service hours at all sites until volunteer program can be implemented
- recruit, train, and assign 300 volunteers per week @ 3 hours per week each
- eliminate access to materials in Business, Science and Documents, Art and Music, General Collections, Newspaper Room, and Special Collections Departments two days a week

Despite the postponement by the Civil Service Commission of a decision on the work furlough issue, I propose that the Commission do the following: 1) approve the proposed furlough days, as detailed on the Furlough Proposal, dated November 25, 1992, to be implemented when and if furloughs are approved; and 2) to provide policy direction on the four budget reduction alternatives presented, should the work furlough not be approved.

SAN FRANCISCO PUBLIC LIBRARY
USAGE INFORMATION 1991/92

BRANCHES	TOTAL CIRC.	CIRC. PER CAPITA	% JUV. CIRC.	PATRON USAGE	AVERAGE PATRON USE PER OPEN HR.	CHILD PROG. ATTEND	BOOKS IN LIBRARY**
ANZA	85,167	3.06	41%	64,940	42.33	2,075	26,131
BAYVIEW–A.E.WADEN	24,363	1.07	46%	40,222	26.37	3,240	23,769
BERNAL	52,703	2.25	49%	76,602	51.19	3,493	24,859
CHINATOWN	326,202	7.63	18%	459,987	219.75	7,042	93,665
EUREKA VALLEY	79,007	2.95	23%	41,613	27.11	1,071	24,084
EXCELSIOR	118,970	2.55	39%	129,106	61.61	2,795	50,281
GLEN PARK	30,046	2.07	40%	17,536	18.14	436	21,231
GOLDEN GATE VALLEY	37,117	1.95	13%	41,475	43.17	0	23,176
INGLESIDE	32,138	2.19	42%	44,886	46.50	519	15,026
LIBRARY F/T BLIND	41,713	NA	2%	5,680	3.88	0	20,000
LIBRARY ON WHEELS	6,661	NA	NA	1,755	NA	0	NA
MARINA	124,897	6.62	22%	101,024	59.11	936	38,175
MERCED	105,457	6.98	35%	181,053	108.11	2,615	26,385
MISSION	201,116	4.06	28%	229,838	109.71	4,708	45,622
NOE VALLEY	68,906	3.02	38%	77,600	52.00	3,010	22,247
NORTH BEACH	74,442	2.58	30%	70,131	41.67	3,170	25,234
OCEAN VIEW	4,990	0.27	56%	4,899	5.00	641	8,181
ORTEGA	148,661	4.96	39%	121,148	70.63	2,394	27,749
PARK	12,642	0.43	33%	46,670 *	30.00	310	23,851
PARKSIDE	104,611	6.52	36%	80,055	60.69	3,106	26,779
PORTOLA	26,425	1.93	60%	22,796	21.33	895	10,358
POTRERO	35,426	3.58	32%	38,477	28.75	1,695	21,146
PRESIDIO	15,235	0.82	26%	7,210	16.57	103	14,759
RICHMOND	290,127	6.10	28%	244,293	116.60	4,005	45,035
SUNSET	115,101	2.64	33%	115,165	87.14	1,038	37,323
VISITACION VALLEY	23,664	1.17	48%	42,579	44.14	1,077	18,381
WEST PORTAL	206,905	8.83	33%	126,207	60.10	3,252	45,772
WESTERN ADDITION	92,810	3.01	24%	73,195	42.67	3,550	44,469
BRANCH TOTALS	2,100,620		36%	2,506,141	62.04	66,641	783,688
MAIN TOTALS	820,587		12%	979,238	360.03	9,796	3,030,698
SYSTEM TOTALS	2,921,207	4.04	29%	3,485,379	422.07	76,437	3,814,386

Data from FY 1988/89.
* Estimated.
ibrary on Wheels stops discontinued for lack of vehicle 5/28/92 – 11/10/92.
ark Branch closed for renovation 9/14/90 – 2/10/92.
esidio Branch closed for renovation 3/24/91 – 1/28/92.
unset Branch closed for renovation 2/10/92.

30–Nov–92

SAN FRANCISCO PUBLIC LIBRARY
BRANCH SYSTEM INFORMATION

BRANCHES	POPULATION SERVED	ETHNIC POPULATION		MILES TO NEAREST BRANCH	BRANCH SIZE		YR. BLDG. OPENED
		HIGHEST	2ND HIGHEST		TOTAL	PUBLIC	
ANZA	25,877	48% WHITE	45% ASIAN	1.68	6,250	3,867	1932
BAYVIEW–A.E.WADEN	16,771	65% AF.AMER.	19% ASIAN	1.84	6,427	4,423	1969
BERNAL	18,809	37% WHITE	35% HISPANIC	1.36	5,354	3,153	1940
CHINATOWN	26,242	53% ASIAN	40% WHITE	0.6	7,436 [1]	4,530	1921
EUREKA VALLEY	20,373	65% WHITE	16% HISPANIC	1	5,056	3,710	1961
EXCELSIOR	37,226	36% ASIAN	31% HISPANIC	0.92	8,500	7,000	1967
GLEN PARK	12,992	56% WHITE	18% ASIAN	0.92	1,400	1,300	
GOLDEN GATE VALLEY	16,530	84% WHITE	11% ASIAN	0.61	5,068	3,072	1918
INGLESIDE	15,092	44% WHITE	27% ASIAN	1.25	1,920	1,237	
MARINA	21,724	86% WHITE	8% ASIAN	1.28	6,660	3,555	1954
MERCED	18,612	63% WHITE	23% ASIAN	1.4	5,375	3,861	1958
MISSION	46,599	53% HISPANIC	32% WHITE	0.85	8,860 [2]	5,366	1916
NOE VALLEY	18,506	77% WHITE	10% HISPANIC	0.85	6,588	3,020	1916
NORTH BEACH	18,409	50% ASIAN	44% WHITE	0.6	4,915	3,000	1959
OCEAN VIEW	11,633	33% AF.AMER.	31% ASIAN	2.05	1,156	575	
ORTEGA	27,319	47% ASIAN	44% WHITE	1.68	4,805	3,532	1956
PARK	23,335	70% WHITE	15% AF.AMER.	1.68	7,920	3,325	1909
PARKSIDE	13,459	53% WHITE	40% ASIAN	1.05	5,850	4,270	1951
PORTOLA	16,166	34% ASIAN	23% WHITE	1.05	1,620	1,210	
POTRERO	9,132	57% WHITE	20% AF.AMER.	1.72	5,557	2,726	1951
PRESIDIO	20,267	68% WHITE	18% ASIAN	0.64	11,388	5,073	1921
RICHMOND	43,743	48% WHITE	42% ASIAN	1.56	8,318	5,834	1914
SUNSET	40,330	54% WHITE	38% ASIAN	1.84	8,576 [3]	5,334	1918
VISITACION VALLEY	16,433	44% ASIAN	26% AF.AMER.	1.7	2,650	2,250	
WEST PORTAL	23,824	66% WHITE	23% ASIAN	1.05	6,000	3,300	1939
WESTERN ADDITION	13,739	41% WHITE	36% AF.AMER.	0.64	7,300	6,500	1966

Changes in square footage:

1 After 1993/94 renovation, Chinatown total square footage will be 17,340 sq. ft.; 10,992 sq. ft. public space.

2 After 1994/95 renovation, Mission total square footage will be 10,404 sq. ft.; 7,704 sq. ft. public space.

3 After 1992 renovation, Sunset public square footage will increase to 6,892 sq. ft. with no change in the total sqare footage.

30–Nov–92

★ Branch Library Staffing and Service Cuts ★

Since 1987 the branch libraries have experienced the following hours and service cuts.

Open hours:

- 22.5% of open hours have been reduced in branches since 1987
- 15 branches have been affected by cuts in open hours
- 38% of open hours have been reduced in the 6 Resource Branches
- 33% of open hours were reduced in 3 branches reduced to Reading Centers
- 5,246 patrons were effected weekly when the 6 Resource Branches closed on Mondays. Many of these patrons were latchkey children and students who rely on the Resource Branches to provide research for homework.

Although Resource Branches have born the brunt of the budget cuts, circulation and usage of these branches have stayed at the same level, and in many cases increased since 1988.

Service Reductions:

Creation of Reading Center Services:
Glen Park, Golden Gate Valley and Presidio have experienced service reductions when these branches were converted to reading centers. Librarians were removed from these sites, staffing reduced by two thirds and hours reduced by one third. (1989-1991)

Reduction in Staffing Level:
Potrero and Parkside experienced reductions in librarian staffing resulting in losses of four open hours weekly. (1991)

Reduction in Service Level:
Marina Branch was reduced from a Resource Branch to a Neighborhood Branch. This resulted in a significant reduction in staffing, loss of open hours, reduction in book budget.

All of these service cuts have generally resulted in reduced circulation and usage statistics for these sites.

Statistics:

- 21,114 people visit the 6 Resource Branch Libraries each week
- 5,128 people visit 7 branches and Reading Centers (possible to close) each week - no single week's patronage at any of these 7 branches or reading centers exceeds a single Monday of a Resource Branch
- 3,519 people on the average visit a Resource Branch each week
- 1,464 people on the average visit a Neighborhood Branch each week
- 560 people on the average visit a Reading Center each week.

San Francisco Public Library
Branches
Hours Open Per Week

BRANCHES	1986/87	1987/88	1988/89	1989/90	1990/91	1991/92	1992/93
ANZA	34	31 *	31	31	31	31	31
BAYVIEW–A.E.WADEN	31	31	31	31	31	31	31
BERNAL	30	30	30	30	30	30	30
CHINATOWN	55	55	42	42	42	42	34 *
EUREKA VALLEY	34	31 *	31	31	31	31	31
EXCELSIOR	55	55	42	42	42	42	34 *
GLEN PARK	30	30	30	30	30	20	20
GOLDEN GATE VALLEY	34	31 *	31	21	20 *	20	20
INGLESIDE	20	20	20	20	20 *	20	20
MARINA	55	55	43	34	34	34	34
MERCED	45	45	34	34	34	34	34
MISSION	55	55	42	42	42	42	34 *
NOE VALLEY	30	30	30	30	30	30	30
NORTH BEACH	37	37	34	34	34	34	34
OCEAN VIEW	20	20	20	21	20 *	20	20
ORTEGA	37	37	34	34	34	34	34
PARK	34	31 *	31	31	31	31	31
PARKSIDE	37	37	31	31	31	27	27
PORTOLA	20	20	20	21	22 *	22	22
POTRERO	30	30	30	30	30	27	27
PRESIDIO	31	31	30	30	30	20 *	20
RICHMOND	55	55	42	42	42	42	34 *
SUNSET	55	55	42	42	42	42	34 *
VISITACION VALLEY	20	20	20	21	20 *	20	20
WEST PORTAL	55	55	42	42	42	42	34 *
WESTERN ADDITION	34	34	34	34	34	34	34
TOTALS	973	961	847	831	829	802	754

1987/88 – *Hours changed 12/87
1990/91 – *Hours changed 1/16/91
1991/92 – *Presidio hours changed 1/28/92 when it reopened after renovation.
*Resource branch hours changed 6/8/92

30–Nov–92

SAN FRANCISCO PUBLIC LIBRARY
USAGE INFORMATION 1991/92

BRANCHES	TOTAL CIRC.	CIRC. PER CAPITA	% JUV. CIRC.	PATRON USAGE	AVERAGE PATRON USE PER OPEN HR.	CHILD PROG. ATTEND	BOOKS IN LIBRARY**
ANZA	85,167	3.06	41%	64,940	42.33	2,075	26,131
BAYVIEW–A.E.WADEN	24,363	1.07	46%	40,222	26.37	3,240	23,769
BERNAL	52,703	2.25	49%	76,602	51.19	3,493	24,859
CHINATOWN	326,202	7.63	18%	459,987	219.75	7,042	93,665
EUREKA VALLEY	79,007	2.95	23%	41,613	27.11	1,071	24,084
EXCELSIOR	118,970	2.55	39%	129,106	61.61	2,795	50,281
GLEN PARK	30,046	2.07	40%	17,536	18.14	436	21,231
GOLDEN GATE VALLEY	37,117	1.95	13%	41,475	43.17	0	23,176
INGLESIDE	32,138	2.19	42%	44,886	46.50	519	15,026
LIBRARY F/T BLIND	41,713	NA	2%	5,680	3.88	0	20,000
LIBRARY ON WHEELS	6,661	NA	NA	1,755	NA	0	NA
MARINA	124,897	6.62	22%	101,024	59.11	936	38,175
MERCED	105,457	6.98	35%	181,053	108.11	2,615	26,385
MISSION	201,116	4.06	28%	229,838	109.71	4,708	45,622
NOE VALLEY	68,906	3.02	38%	77,600	52.00	3,010	22,247
NORTH BEACH	74,442	2.58	30%	70,131	41.67	3,170	25,234
OCEAN VIEW	4,990	0.27	56%	4,899	5.00	641	8,181
ORTEGA	148,661	4.96	39%	121,148	70.63	2,394	27,749
PARK	12,642	0.43	33%	46,670 *	30.00	310	23,851
PARKSIDE	104,611	6.52	36%	80,055	60.69	3,106	26,779
PORTOLA	26,425	1.93	60%	22,796	21.33	895	10,358
POTRERO	35,426	3.58	32%	38,477	28.75	1,695	21,146
PRESIDIO	15,235	0.82	26%	7,210	16.57	103	14,759
RICHMOND	290,127	6.10	28%	244,293	116.60	4,005	45,035
SUNSET	115,101	2.64	33%	115,165	87.14	1,038	37,323
VISITACION VALLEY	23,664	1.17	48%	42,579	44.14	1,077	18,381
WEST PORTAL	206,905	8.83	33%	126,207	60.10	3,252	45,772
WESTERN ADDITION	92,810	3.01	24%	73,195	42.67	3,550	44,469
BRANCH TOTALS	2,100,620		36%	2,506,141	62.04	66,641	783,688
MAIN TOTALS	820,587		12%	979,238	360.03	9,796	3,030,698
SYSTEM TOTALS	2,921,207	4.04	29%	3,485,379	422.07	76,437	3,814,386

* Data from FY 1988/89.

** Estimated.

Library on Wheels stops discontinued for lack of vehicle 5/28/92 – 11/10/92.

Park Branch closed for renovation 9/14/90 – 2/10/92.

Presidio Branch closed for renovation 3/24/91 – 1/28/92.

Sunset Branch closed for renovation 2/10/92.

30–Nov–92

SAN FRANCISCO PUBLIC LIBRARY
BRANCH SYSTEM INFORMATION

BRANCHES	POPULATION SERVED	ETHNIC POPULATION		MILES TO NEAREST BRANCH	BRANCH SIZE		YR. BLDG. OPENED
		HIGHEST	2ND HIGHEST		TOTAL	PUBLIC	
ANZA	25,877	48% WHITE	45% ASIAN	1.68	6,250	3,867	1932
BAYVIEW–A.E.WADEN	16,771	65% AF.AMER.	19% ASIAN	1.84	6,427	4,423	1969
BERNAL	18,809	37% WHITE	35% HISPANIC	1.36	5,354	3,153	1940
CHINATOWN	26,242	53% ASIAN	40% WHITE	0.6	7,436 [1]	4,530	1921
EUREKA VALLEY	20,373	65% WHITE	16% HISPANIC	1	5,056	3,710	1961
EXCELSIOR	37,226	36% ASIAN	31% HISPANIC	0.92	8,500	7,000	1967
GLEN PARK	12,992	56% WHITE	18% ASIAN	0.92	1,400	1,300	
GOLDEN GATE VALLEY	16,530	84% WHITE	11% ASIAN	0.61	5,068	3,072	1918
INGLESIDE	15,092	44% WHITE	27% ASIAN	1.25	1,920	1,237	
MARINA	21,724	86% WHITE	8% ASIAN	1.28	6,660	3,555	1954
MERCED	18,612	63% WHITE	23% ASIAN	1.4	5,375	3,861	1958
MISSION	46,599	53% HISPANIC	32% WHITE	0.85	8,860 [2]	5,366	1916
NOE VALLEY	18,506	77% WHITE	10% HISPANIC	0.85	6,588	3,020	1916
NORTH BEACH	18,409	50% ASIAN	44% WHITE	0.6	4,915	3,000	1959
OCEAN VIEW	11,633	33% AF.AMER.	31% ASIAN	2.05	1,156	575	
ORTEGA	27,319	47% ASIAN	44% WHITE	1.68	4,805	3,532	1956
PARK	23,335	70% WHITE	15% AF.AMER.	1.68	7,920	3,325	1909
PARKSIDE	13,459	53% WHITE	40% ASIAN	1.05	5,850	4,270	1951
PORTOLA	16,166	34% ASIAN	23% WHITE	1.05	1,620	1,210	
POTRERO	9,132	57% WHITE	20% AF.AMER.	1.72	5,557	2,726	1951
PRESIDIO	20,267	68% WHITE	18% ASIAN	0.64	11,388	5,073	1921
RICHMOND	43,743	48% WHITE	42% ASIAN	1.56	8,318	5,834	1914
SUNSET	40,330	54% WHITE	38% ASIAN	1.84	8,576 [3]	5,334	1918
VISITACION VALLEY	16,433	44% ASIAN	26% AF.AMER.	1.7	2,650	2,250	
WEST PORTAL	23,824	66% WHITE	23% ASIAN	1.05	6,000	3,300	1939
WESTERN ADDITION	13,739	41% WHITE	36% AF.AMER.	0.64	7,300	6,500	1966

Changes in square footage:

1 After 1993/94 renovation, Chinatown total square footage will be 17,340 sq. ft.; 10,992 sq. ft. public space.

2 After 1994/95 renovation, Mission total square footage will be 10,404 sq. ft.; 7,704 sq. ft. public space.

3 After 1992 renovation, Sunset public square footage will increase to 6,892 sq. ft. with no change in the total sqare footage.

30–Nov–92

★ Branch Library Staffing and Service Cuts ★

Since 1987 the branch libraries have experienced the following hours and service cuts.

Open hours:

- 22.5% of open hours have been reduced in branches since 1987
- 15 branches have been affected by cuts in open hours
- 38% of open hours have been reduced in the 6 Resource Branches
- 33% of open hours were reduced in 3 branches reduced to Reading Centers
- 5,246 patrons were effected weekly when the 6 Resource Branches closed on Mondays. Many of these patrons were latchkey children and students who rely on the Resource Branches to provide research for homework.

Although Resource Branches have born the brunt of the budget cuts, circulation and usage of these branches have stayed at the same level, and in many cases increased since 1988.

Service Reductions:

Creation of Reading Center Services:
Glen Park, Golden Gate Valley and Presidio have experienced service reductions when these branches were converted to reading centers. Librarians were removed from these sites, staffing reduced by two thirds and hours reduced by one third. (1989-1991)

Reduction in Staffing Level:
Potrero and Parkside experienced reductions in librarian staffing resulting in losses of four open hours weekly. (1991)

Reduction in Service Level:
Marina Branch was reduced from a Resource Branch to a Neighborhood Branch. This resulted in a significant reduction in staffing, loss of open hours, reduction in book budget.

All of these service cuts have generally resulted in reduced circulation and usage statistics for these sites.

Statistics:

- 21,114 people visit the 6 Resource Branch Libraries each week
- 5,128 people visit 7 branches and Reading Centers (possible to close) each week - no single week's patronage at any of these 7 branches or reading centers exceeds a <u>single Monday</u> of a Resource Branch
- 3,519 people on the average visit a Resource Branch each week
- 1,464 people on the average visit a Neighborhood Branch each week
- 560 people on the average visit a Reading Center each week.

San Francisco Public Library
Branches
Hours Open Per Week

BRANCHES	1986/87	1987/88	1988/89	1989/90	1990/91	1991/92	1992/93
ANZA	34	31 *	31	31	31	31	31
BAYVIEW–A.E.WADEN	31	31	31	31	31	31	31
BERNAL	30	30	30	30	30	30	30
CHINATOWN	55	55	42	42	42	42	34 *
EUREKA VALLEY	34	31 *	31	31	31	31	31
EXCELSIOR	55	55	42	42	42	42	34 *
GLEN PARK	30	30	30	30	30	20	20
GOLDEN GATE VALLEY	34	31 *	31	21	20 *	20	20
INGLESIDE	20	20	20	20	20 *	20	20
MARINA	55	55	43	34	34	34	34
MERCED	45	45	34	34	34	34	34
MISSION	55	55	42	42	42	42	34 *
NOE VALLEY	30	30	30	30	30	30	30
NORTH BEACH	37	37	34	34	34	34	34
OCEAN VIEW	20	20	20	21	20 *	20	20
ORTEGA	37	37	34	34	34	34	34
PARK	34	31 *	31	31	31	31	31
PARKSIDE	37	37	31	31	31	27	27
PORTOLA	20	20	20	21	22 *	22	22
POTRERO	30	30	30	30	30	27	27
PRESIDIO	31	31	30	30	30	20 *	20
RICHMOND	55	55	42	42	42	42	34 *
SUNSET	55	55	42	42	42	42	34 *
VISITACION VALLEY	20	20	20	21	20 *	20	20
WEST PORTAL	55	55	42	42	42	42	34 *
WESTERN ADDITION	34	34	34	34	34	34	34
TOTALS	973	961	847	831	829	802	754

1987/88 – *Hours changed 12/87
1990/91 – *Hours changed 1/16/91
1991/92 – *Presidio hours changed 1/28/92 when it reopened after renovation.
*Resource branch hours changed 6/8/92

30–Nov–92

Attachment 5

Chief of the Main Library
December 1, 1992

MAIN LIBRARY CIRCULATION, BY NEIGHBORHOODS

The Main Library serves the entire City and County of San Francisco with its enormous reference collection and staff expertise, answering over 1.7 million questions per year. In addition, over a million books, periodicals and other items are used on site by patrons but not checked out, a collection usage statistic not reflected in circulation. But the Main Library also serves as the largest neighborhood branch in the City, circulating over 800,000 items per year, or approximately 70,000 items per month. The total of Main Library materials used onsite and circulated is almost 2 million items. The attached page lists a percentage breakdown of circulation by neighborhood and zip code. We do not track what neighborhoods our reference questions or onsite users come from, but assume the breakdown is similar to that listed for circulation.

The Main Library's designated direct service area includes the Civic Center, South of Market, and Hayes Valley. However, the attached statistics indicate a significant circulation to additional neighborhoods, including Mission, Noe Valley, Haight-Ashbury, Fillmore, Western Addition, Pacific Heights, Nob and Russian Hills, Chinatown, and Financial District; these neighborhoods account for 63% of the Main Library's large circulation. The percentage breakdown attached also indicates that all neighborhoods in the City use the Main Library for borrowing circulating books, videotapes and other materials.

MAIN LIBRARY STAFFING AND SERVICE CUTS

The Main Library has gone through 6 major reorganizations in response to budget cuts made since 1988. These have resulted in:

- a loss of 14 (54 including the Business Br.) open hours per week (from 61 (101) hours in 1988 to 47 in 1992).

- a loss of 10 service desks that provided reference, paging, listening (for records) and viewing (for video) for our patrons.

- closure of the Business Library (a department of the Main Library), Literature Department, Special Media Services Department, History & Social Sciences Department, and a combining of the remaining departments has reduced service from 11 to 6 major departments at the Main Library.

- increased demands on staff for paging materials from stacks closed because of the 1989 earthquake. In addition, some materials were moved to offsite storage and must now be retrieved at patron's request.

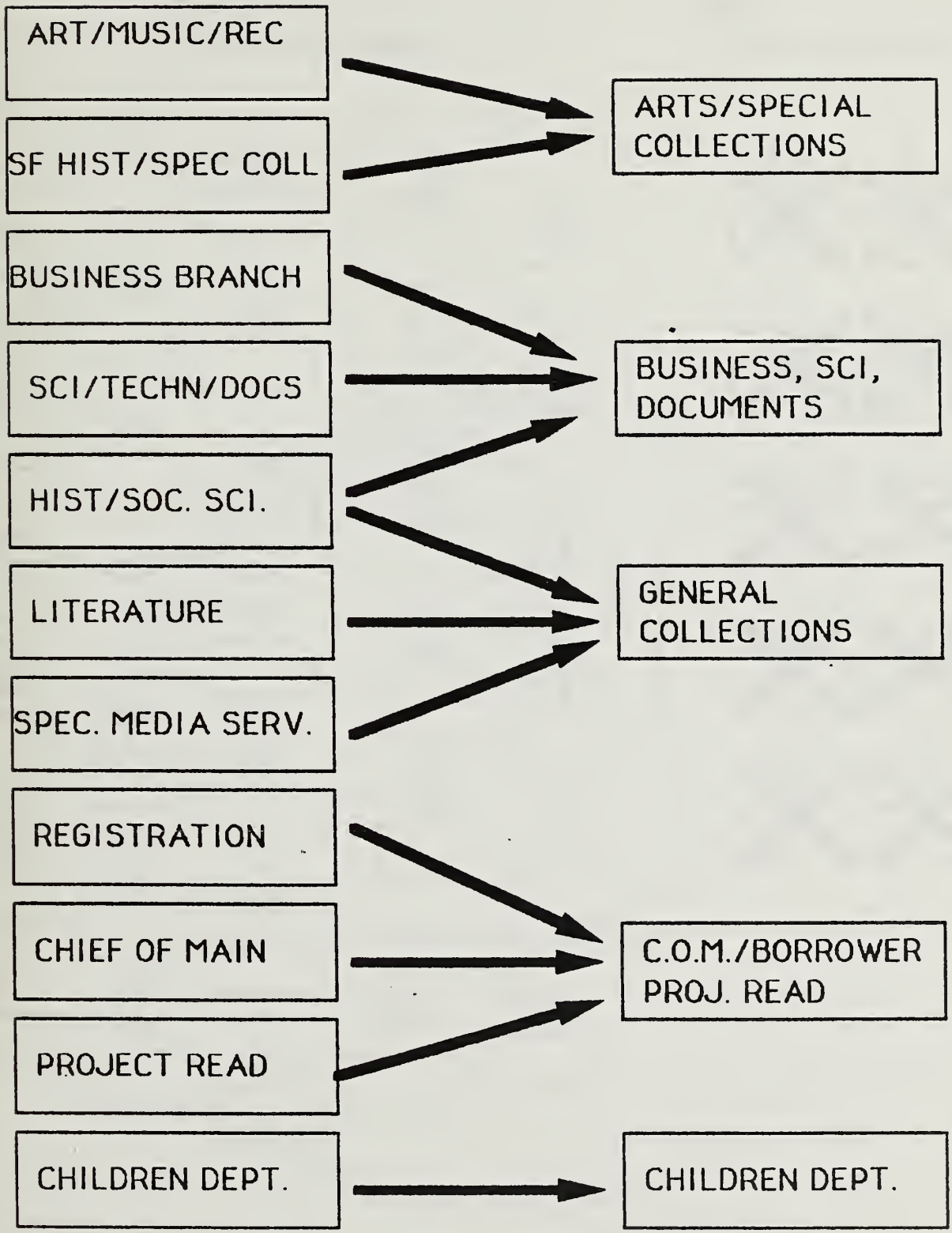
- increased patron confusion, frustration and anger have resulted from the cumulative cuts and reorganizations.

Major staff losses have accompanied each budget cut and reorganization. The Retirements and $1,000,000 cut in Library funding in 1991/92 resulted in a loss of 8.5 professional librarian positions at the Main Library. Sunday hours were eliminated and subject departments were combined.

The Main Library cannot sustain further cuts without closing one additional day a week. Current staffing is at a skeletal level in all departments, making it impossible for us to operate without extensive use of parttime-as-needed substitute staff to cover for staff illnesses and other absences. In the spirit of service to library users we hope that we will not sustain further staff cuts and service reductions.

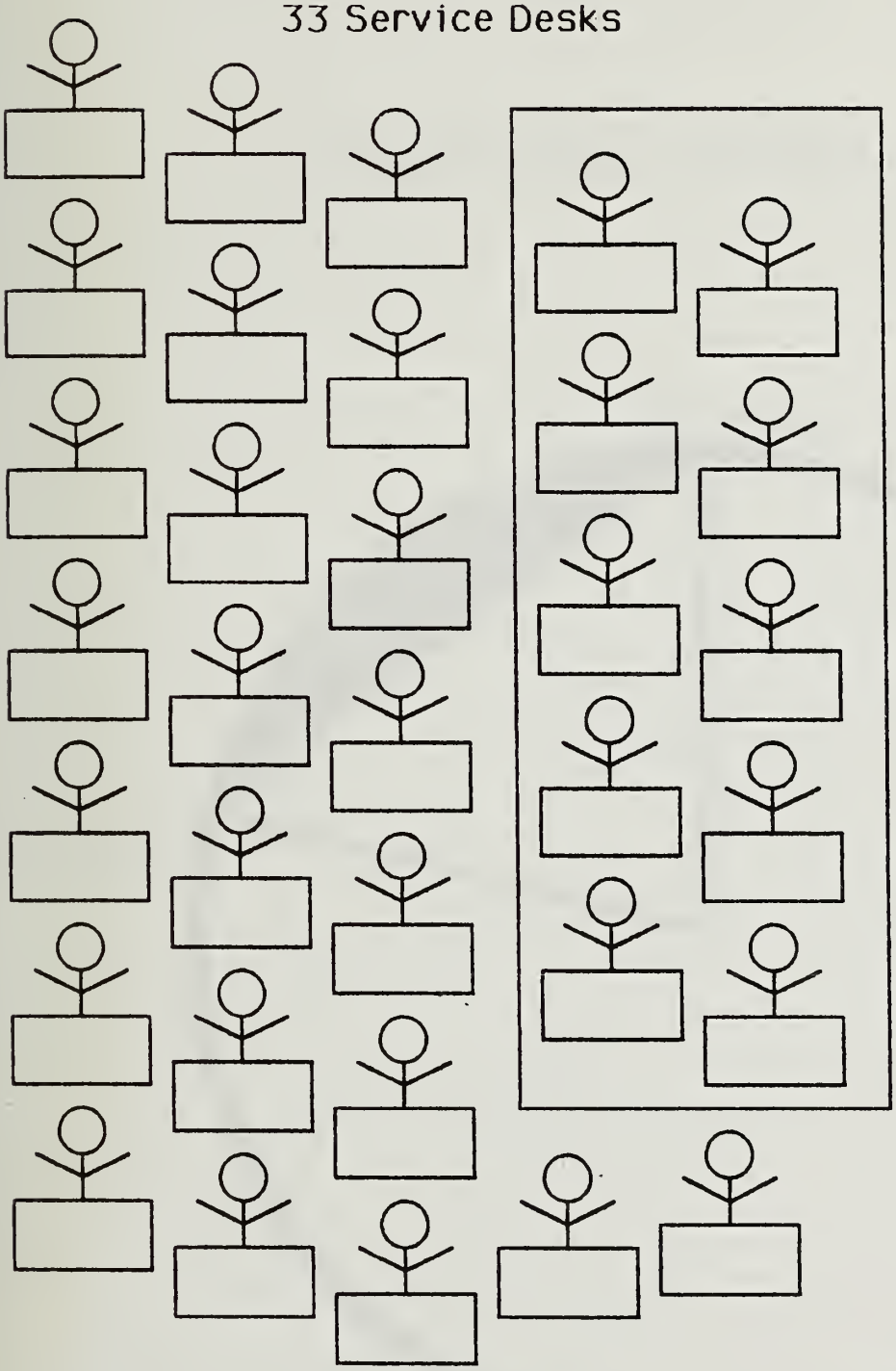
NEIGHBORHOOD/ZIP CODE		% of MAIN LIBRARY CIRCULATION
Civic Center	(94102)	10.52%
South of Market	(94103)	5.49%
Financial District	(94104)	2.77%
"	(94105)	2.43%
Potrero Hill	(94107)	2.05%
Chinatown	(94108)	1.78%
Russian Hill and Nob Hill	(94109)	13.78%
Mission	(94110)	8.01%
Embarcadero	(94111)	.90%
Excelsior	(94112)	2.94%
Castro and Noe Valley	(94114)	4.53%
Western Addition and Pacific Heights	(94115)	4.46%
Forest Hill	(94116)	2.37%
Fillmore and Haight Ashbury	(94117)	8.99%
Laurel Heights	(94118)	3.47%
Richmond	(94121)	3.01%
Sunset	(94122)	4.10%
Marina	(94123)	1.27%
Bayview and Hunters Point	(94124)	.89%
West Portal	(94127)	1.04%
Presidio	(94129)	.07%
Glen ParK and Diamond Heights	(94131)	2.20%
Park Merced	(94132)	1.03%
North Beach and Telegraph Hill	(94133)	2.22%
Portola and Visitation Valley	(94134)	1.37%
Corporate/Non-resident		.43%
Homeless		.67%
Items sent to branches		.74%
Other counties & Interlibrary loan		6.49%

CONSOLIDATION OF MAIN DEPTS.

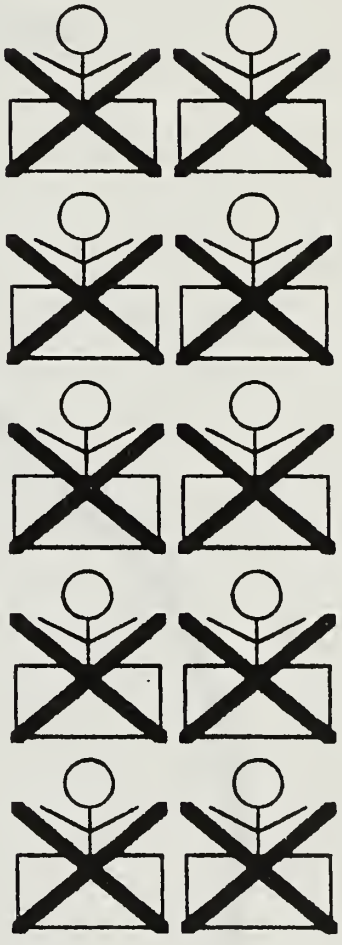


SERVICE DESK CUTS: MAIN LIBRARY

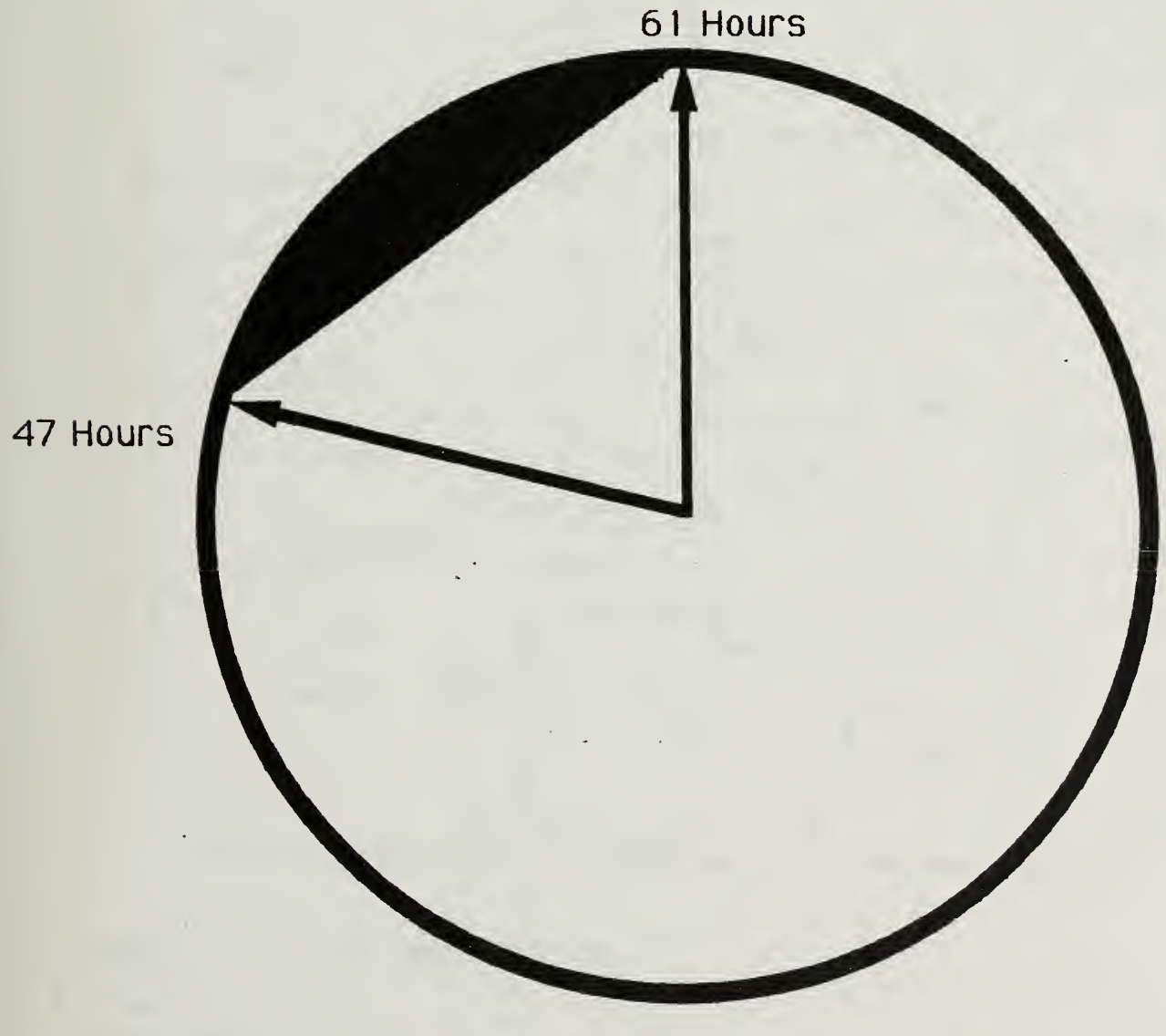
1988:
33 Service Desks



1993:
23 Service Desks

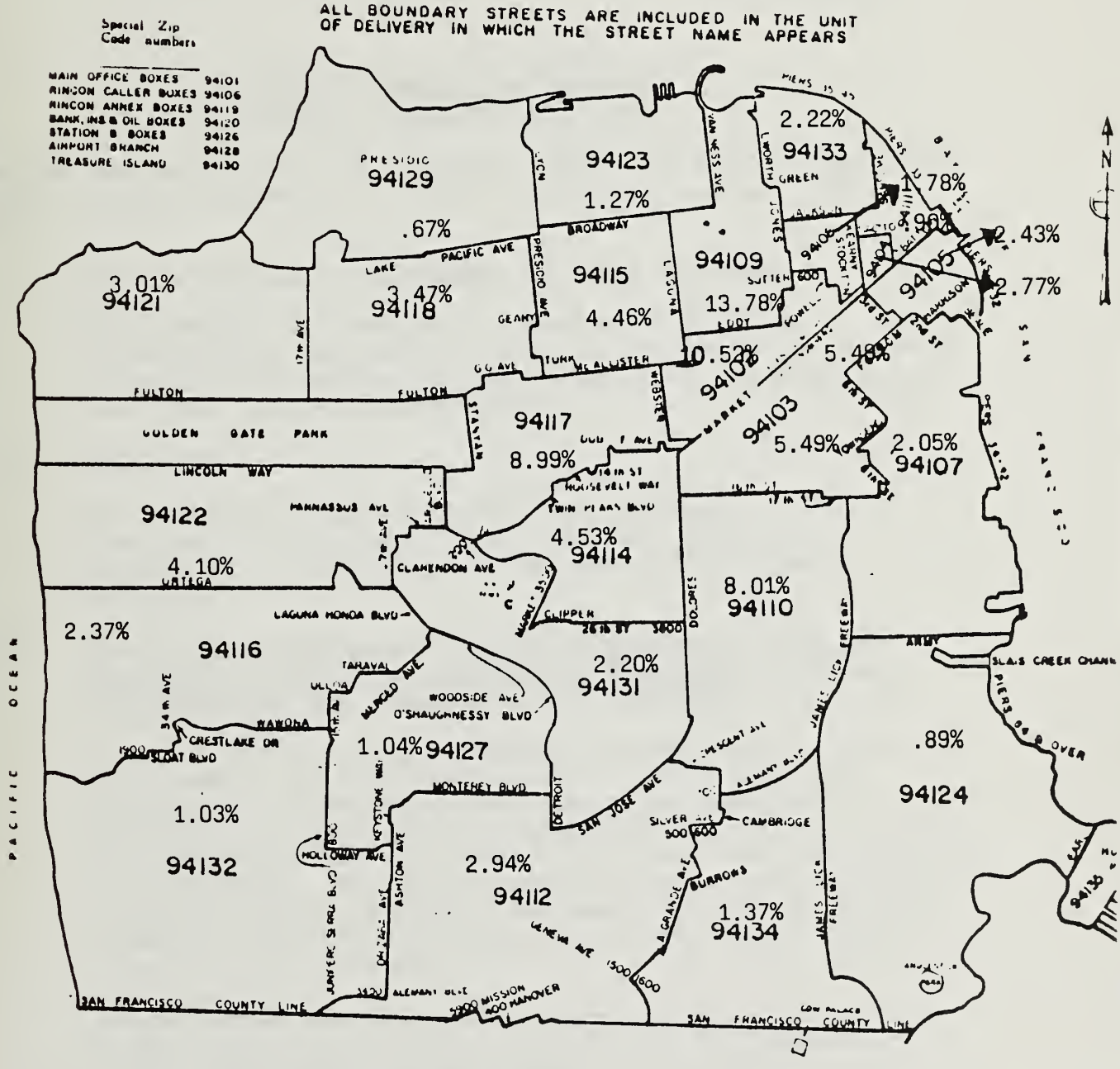


LOSS OF MAIN LIBRARY HOURS



MAIN LIBRARY CIRCULATION %, BY NEIGHBORHOODS*

SAN FRANCISCO, CALIFORNIA



*BASED ON STATISTICS GENERATED 2/92

NOTE: HOMELESS .67%
CORPORATE/MILITARY .43%
OTHER BAY AREA COUNTIES 6.49%
SFPL BRANCHES .74%

DOCUMENTS DEPT.
JAN 5 1993
SAN FRANCISCO
PUBLIC LIBRARY

3/92

LIBRARY COMMISSION MINUTES
Tuesday, December 15, 1992

A special meeting of the San Francisco Public Library Commission was held Tuesday, December 1, 1992, in the Lurie Room, Main Library.

I. Call to Order and Election of Chair Pro Tem

The meeting was called to order at 4:35 PM by Commissioner Dale Carlson who was selected by consensus to chair the meeting in the absence of the Commission President and Vice Presidents.

II. Roll Call

The following members were noted present: Commissioners Carlson, Gee, Herlihy, Kopp, and Rosenberg. Commissioners Coulter and Swig were excused.

III. Approval of Resolution #1614: Accepting a gift of $30,000 to fund the Director of Volunteer Services position for the remainder of FY 1992/93

Kenneth Dowlin, City Librarian, summarized the position of Director of Volunteer Services which had been discussed at length at the Commission meeting of December 1, 1992, and recalled that the Friends of the San Francisco Public Library will fund the position for seven months. Mr. Dowlin noted that at the conclusion of the Friends' funding, the position will either be added to the library's budget or additional outside funding will be sought.

Commissioner Gee made the motion to accept resolution #1614 which was seconded and unanimously approved. (Resolution #1614 is attached.) The Commissioners expressed their sincere appreciation to the Friends of the San Francisco Public Library for their continued

generous support. Commissioner Rosenberg emphasized the benefits to both staff and the public of a successful volunteer program; Commissioner Herlihy stressed that the Commission seeks volunteers to support, not supplant, library staff.

IV. Approval of Resolution #1615: Authorizing the City Librarian to apply for funds not to exceed $50,000 available through the California State Library from Title III of the Library Services and Construction Act (LSCA) for the creation of online Chinese language bibliographic records for the fiscal year 1993/94

Mr. Dowlin described the long-term goal of being able to provide catalog services in all languages served by the library. In response to a question from Commissioner Herlihy, the City Librarian explained that the California State Library funds efforts which it believes can serve as a state resource, adding that San Francisco's Asian languages collection is one of the best. Online help is available in the present system in English, Spanish, and French; Mr. Dowlin indicated that state assistance is particularly helpful to the library in adding Asian-languages services because of the need to purchase special peripheral devices such as keyboards. He anticipated eventual linking with other online systems in the Bay Area, including Stanford University and the University of California at Berkeley.

Commissioner Gee made the motion to accept Resolution #1615 which was seconded and unanimously approved. (Resolution #1615 is attached.)

V. Strategy for Implementation of Furlough Program and the Effect on Service

Mr. Dowlin described the Mayor's survey which was distributed to all City staff and which seeks commitments from employees to take voluntary furlough days, adding that the library had also circulated a questionnaire to its staff regarding furloughs. The City Librarian reported that the Civil Service Commission had adopted Rule 22 which would allow department heads to proceed with involuntary furloughs of staff when faced with a budget deficit.

The City Librarian reiterated his support of the Commission's preference to proceed with voluntary furloughs and to use involuntary furloughs only if

absolutely necessary. He added that the library possesses some flexibility because of salary savings generated by unfilled positions, although most of the library's cost-saving options are exhausted.

Camilleann Nelson, representing Local 790, criticized the library's furlough questionnaire, noting that closing the entire library system was not envisioned by the Mayor's survey. Ms. Nelson emphasized the union's position that the number of hours City workers are supposed to work in a year are specified by contract and ordinance.

In response to questions regarding Commission action on furloughs, Commissioner Carlson recalled that at the previous meeting the Commission had voted to authorize the City Librarian to close the library system on six specified days if he is unable to project $370,000 in savings from employees taking voluntary time off.

There being no further business, the December 15, 1992, special Commission meeting was adjourned at 5:20 PM.

The next regular meeting of the San Francisco Public Library Commission will be held on Tuesday, January 5, 1993, at 4:30 PM in the Lurie Room, Main Library.

Donna Marion

Donna Marion
Assistant to the Library Commission

[ACCEPTANCE OF GIFT]

ACCEPTING A GIFT TO THE SAN FRANCISCO PUBLIC LIBRARY IN THE AMOUNT OF $30,000 TO FUND THE DIRECTOR OF VOLUNTEER SERVICES POSITION FOR THE REMAINDER OF FY 1992/93.

WHEREAS, a new position of Director of Volunteer Services will be implemented to head the San Francisco Public Library volunteer Services program; and

WHEREAS, the San Francisco Public Library seeks to enhance its ability to work with volunteers; and

WHEREAS, The Friends of The San Francisco Public Library has agreed to fund the position for one year; now, therefore be it

RESOLVED, that the San Francisco Public Library Commission does hereby accept the funds in the amount of $30,000 to fund the Director of Volunteer Services position; and be it

FURTHER RESOLVED, that the San Francisco Library Commission hereby expresses its gratitude to The Friends of the San Francisco Public Library for its generosity.

RESOLUTION # 1615

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR FUNDS NOT TO EXCEED $50,000 AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM TITLE III OF THE LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) FOR THE CREATION OF ONLINE CHINESE LANGUAGE BIBLIOGRAPHIC RECORDS FOR THE FISCAL YEAR 1993/94.

WHEREAS, the California State Library has available Library Services and Construction Act (LSCA) Funds, Title III, FY1993/94, for state and local public libraries to create online bibliographic databases that serve ethnically and culturally diverse populations, and non-English speaking populations; and

WHEREAS, San Francisco's Chinese language reading population will have city-wide access to borrow books available in Chinese by creating online records for these books; and

WHEREAS, 261,000 books and materials in the Chinese language were borrowed from the Main Library and Branches last year; and

WHEREAS, The 1990 Census of Population indicates a substantial increase in the Chinese population in San Francisco; and

WHEREAS, The purpose of these grants is to assist public libraries in meeting the needs of the communities that they serve; now therefore be it

RESOLVED, That the City Librarian is authorized to apply for Library Services and Construction Act funds not to exceed $50,000 for the creation of online Chinese language bibliographic records; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, that there are five percent indirect costs contained in the budget of this grant.

RECEIVED
DEC 1992

CAL TAC

CALIFORNIA ASSOCIATION OF LIBRARY TRUSTEES AND COMMISSIONERS

1993 REGIONAL WORKSHOPS IN LIBRARY LEADERSHIP

Saturday, February 27, 1992
Yorba Linda Public Library
Yorba Linda, California
9:00 a.m. - 3:00 p.m.

Saturday, March 6, 1992
Los Altos Community Library
Santa Clara County Library System
9:00 a.m. - 3:00 p.m.

THE CALIFORNIA ASSOCIATION OF LIBRARY TRUSTEES AND COMMISSIONERS ANNOUNCES THE TENTH ANNUAL WORKSHOPS IN LIBRARY LEADERSHIP

- MEET GARY STRONG, CALIFORNIA STATE LIBRARIAN
- GET TO KNOW OTHER TRUSTEES, COMMISSIONERS, ADVISORY BOARD MEMBERS, AND LIBRARY LOVERS
- HEAR FIRST-RATE SPEAKERS ADDRESS THE VERY ISSUES THAT YOU MUST DEAL WITH IN YOUR LIBRARY
- WORK IN SMALL GROUPS TO DEVELOP IDEAS THAT ARE RELEVANT TO YOUR LIBRARY

Registration forms will be mailed in early January.
Reserve the date of the workshop nearest you on your 1993 calendar now!

FOR MORE INFORMATION, PLEASE CALL

Workshop Coordinators

Barbie Whorton
(714) 638-2573

Barbara Campbell
(408) 377-6389

PROVIDING INFORMATION AND ASSISTANCE TO SAN FRANCISCO PUBLIC LIBRARY PATRONS REGARDING LEAD POISONING HAZARDS AND PREVENTION

WHEREAS, Lead poisoning is a serious disease which can cause learning disabilities, behavior problems, mental retardation and stunted growth in young children; and

WHEREAS, A study of 1199 under six years of age conducted in San Francisco found that one in twelve of those children had lead poisoning; and

WHEREAS, The Coalition to Prevent Lead Poisoning is working to print and distribute information on the effects and prevention of lead poisoning; and

WHEREAS, Various City agencies are working to educate parents, test for lead hazards, reduce lead hazards and initiate a lead poisoning prevention program; and

WHEREAS, The San Francisco Public Library is an educational and informational resource for the community; now, therefore, be it

RESOLVED, That the San Francisco Public Library will maintain up-to-date information and materials, provide referrals to relevant City agencies and ensure that library staff has the training to provide the most effective assistance possible to patrons on lead poisoning hazards and prevention.

DOCUMENTS DEPT.
FEB 1 1993
SAN FRANCISCO
PUBLIC LIBRARY

LIBRARY COMMISSION MINUTES
TUESDAY, JANUARY 5, 1993

The regular meeting of the San Francisco Public Library Commission was held on Tuesday, January 5, 1993, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:35 PM by Commission President Coulter.

II. Roll Call

The following members were noted present: Commissioners Carlson, Coulter, Gee, Herlihy, Kopp, and Rosenberg. Commissioner Swig was excused.

III. Approval of Minutes

Commissioner Carlson requested a correction in the first sentence of the minutes of the meeting of December 15, 1992; the corrected sentence reads: A special meeting of the San Francisco Public Library Commission was held Tuesday, December 15, 1992, in the Lurie Room, Main Library.

Commissioner Carlson made the motion to accept, as amended, the minutes of the special Commission meeting of December 15, 1992, and the motion passed unanimously.

Commissioner Carlson made the motion to accept the minutes of the regular Commission meeting of December 1, 1992, as submitted, and the motion passed unanimously.

IV. Consent Calendar

Commissioner Carlson made the motion to accept Resolution #1616: Approval of temporary, exempt, and non-Civil Service appointments and separations, and the motion was adopted unanimously. (Resolution #1616 is

attached.)

V. President's Report

President Coulter reported that the Board of Supervisors had unanimously approved the library's Strategic Plan in a resolution sponsored by Angela Alioto.

VI. Election of Officers

Commissioner Gee and Commissioner Carlson served as the nominating committee for the 1993 Commission officers and announced that, at the suggestion of the Mayor's office, the committee nominated the following:

- Commissioner Herlihy for President
- Commissioner Gee for First Vice President
- Commissioner Rosenberg for Second Vice President

Commissioner Carlson made the motion to elect the committee's nominees, and the Commission approved the motion in a vote of 6-1.

President Herlihy thanked Commissioner Coulter for his leadership as Commission President during the past two years, specifically citing the design of the new main, the creation of the Gay and Lesbian Center, and the oversight of the library bond issue.

VII. City Librarian's Report

A. Kenneth Dowlin, City Librarian, encouraged Commissioners and the public to attend a fundraising event, "An Evening with Michael Feinstein," on January 16, 1993, sponsored by Friends of the San Francisco Public Library. Proceeds from the event will be used toward costs the library assumed in acquiring the sheet-music collection from the Dorothy Starr estate.

B. The City Librarian noted the upcoming regional library-leadership workshops scheduled for February and March; Commissioner Coulter indicated that these workshops are useful opportunities to meet commissioners from other counties and State Library staff.

C. Neel Parikh, chief of branches, briefed the Commission on California State Library networking. Ms. Parikh recalled the 1985 conference hosted by the state to begin discussions of sharing resources and expertise between libraries of different types, such as academic, law, and public libraries, and recounted the progress made thus

far.

D. Mr. Dowlin described the daylong Commission meeting scheduled for January 20, 1993, in the PUC conference room, 1155 Market Street, and the Commission canceled the January meeting of the planning committee.

In response to a question from Commissioner Rosenberg, the City Librarian explained that the cost of the facilitator for the Commission meeting on January 20 would be privately funded by the Friends of the San Francisco Public Library.

VIII. **Finance and Operations Committee Report**
Commissioner Carlson, Chair

A. Commissioner Carlson introduced Resolution #1613: Providing information and assistance to San Francisco Public Library patrons regarding lead poisoning hazards and prevention. Commissioner Carlson lauded the work of the Coalition to Prevent Lead Poisoning and noted the serious problem lead pollution presented, particularly to children; Toni Bernardi, coordinator of children's services, reported that the library was obtaining information for distribution.

Commissioner Carlson made the motion to accept Resolution #1613 which was seconded and unanimously approved. (Resolution #1613 is attached.)

B. Cathy Bremer, assistant chief of facilities development, updated the Commission on the renovations at various branch libraries. Ms. Bremer reported that:

• the Park branch renovation was complete, and that a year-long dispute with the contractor had been successfully resolved;

• the Sunset branch was approaching completion and may open in March;

• the Chinatown branch renovation is scheduled for completion in December 1994.

In response to a question from President Herlihy, Neel Parikh stated that the library continued to seek funding for a temporary site for the Chinatown branch to occupy during renovation. In response to a question from Commissioner Gee, Mr. Dowlin acknowledged Supervisor Hsieh's continued involvement in seeking an interim site.

C. The City Librarian provided an update on the new main library, pointing out that the low bidder was currently awaiting Human Rights Commission certification of WBE/MBE compliance.

IX. Librarians' Guild

Jason Gibbs, representing the Librarians' Guild, inquired about the increased hours funded by the Children's Amendment at some branch libraries, and expressed concern that staff and public input had not been sought. Mr. Dowlin disagreed, recalling that the changes had been presented in August. At Commissioner Gee's request, Toni Bernardi, coordinator of children's services, described the library's programs which are being set up with Children's Amendment funds.

Ms. Bernardi explained that the library had been awarded approximately $400,000 in Children's Amendment monies to set up five programs; the funds are restricted to the provision of services for children and youth. For the trial program of expanded hours, the library had selected branches that are not currently open on Saturdays. She emphasized that the program is a trial, that public input and evaluation will be sought from the outset, and that the program will run for a specific period of time. The expanded hours for children program is funded for $18,000.

In response to questions from Commissioner Rosenberg, Ms. Bernardi promised to provide Commissioners with additional information on the five children's programs and Children's Amendment funding. In response to a question from Commissioner Kopp, Ms. Bernardi cited the criteria used to select the branches that will be opened for the trial period; these included the size of the branch, the fact that the branch was currently closed on Saturdays, and staff recommendations that weekend service would be useful to children in the community. In response to a question from President Herlihy, Ms. Bernardi anticipated that she would be able to report the results of the evaluations to the Commission at their March meeting, adding that evaluation forms would be made available to the public at the very beginning of the program.

Mr. Gibbs expressed Guild concerns that the services being offered would violate the Library Bill of Rights and were age discriminatory.

In response to a question from Commissioner Kopp, Ms. Bernardi explained that adults could check out books from the branches that were open with Children's Amendment funds, but that the librarians on duty would be children's librarians, and other services would be available only to children and youth.

In response to a question from President Herlihy, Ms. Bernardi indicated that signs would be posted and flyers made available explaining the restrictions on adult services during the Children's Amendment-funded hours; additionally, individuals who wished to comment on the program would be encouraged to fill out evaluation forms. Ms. Bernardi emphasized the experimental nature of the program.

The City Librarian added that staff would be returning to the Commission regarding the Children's Amendment since the new plan adopted by the City calls for 60% of Amendment funds to be provided to non-profit organizations, and 40% to City agencies focused on collaborative efforts for providing services.

In response to a question from Mr. Gibbs, Ms. Bernardi noted that staff used for the Amendment-funded Saturday hours would be parttime, as-needed employees. Mr. Gibbs expressed Guild concerns that this conflicted with Civil Service rules.

X. **New Business**

In response to a question from Marcia Popper, Ed McBride, automation services coordinator, explained that the database clean-up for the online catalog was successful, and that the library was waiting for furniture for the terminals. He anticipated online catalog services to premiere in 60 days and offered to report back to the Commission at their next meeting.

In response to a question from Commissioner Coulter, Mr. McBride stated that the library's application for an equipment grant from Digital Equipment Corporation to be used for an HIV disease database was expected to come before the Finance Committee of the Board of Supervisors within a week.

In response to a question from Commissioner Carlson, Mr. McBride described the Neighborhood Council's assistance with the design of the online catalog's help

screens and training plans. Mr. Dowlin pointed out that the online system would offer five CD ROM databases: an encyclopedia, the San Francisco Chronicle, United States census data, a poetry index, and the listing of books in print.

Richard Rothman requested that the Commission consider providing weekend hours for Eureka Valley branch, and suggested rotating weekend openings throughout the branches in order to provide service equitably. The City Librarian explained that the decision regarding which libraries to open on Saturdays had been made so that the cluster branches with larger collections would be available to the public. Commissioner Rosenberg noted that the library was engaging in a survey to determine the hours that neighborhoods preferred for branch hours and suggested that increased evening hours might be useful for Eureka Valley branch.

Camilleann Nelson, representing SEIU Local 790, indicated to the Commission that the union believed the library system's closing scheduled for January 15, 1993, constituted a lockout and was in violation of the agreement reached with the Mayor. Mr. Dowlin explained that the library maintains its right to assign the time and place of work, and that employees who do not volunteer for the furlough will be rescheduled. He noted the Employee Relations Department's opinion that the library's action complied with the Mayor's agreement and with Civil Service rules.

There being no further business, the January 5, 1993, regular Commission meeting was adjourned at 5:50 PM.

The next regular meeting of the San Francisco Public Library Commission will be held on Tuesday, February 2, 1993, at 4:30 PM in the Lurie Room, Main Library.

Donna Marion

Donna Marion
Assistant to the Public Library Commission

DOCUMENTS DEPT.
FEB 24 1993
SAN FRANCISCO
PUBLIC LIBRARY

LIBRARY COMMISSION MINUTES
FEBRUARY 16, 1993

The special meeting of the San Francisco Public Library Commission was held Tuesday, February 16, 1993, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:32 PM by President Herlihy.

II. Roll Call

On roll call, the following Commissioners were noted present: President Herlihy; Commissioners Carlson, Gee, Kopp and Rosenberg. Commissioner Coulter and Swig were excused.

III. PRESIDENT'S REPORT

President Herlihy explained that a special meeting was called to review a request to approve Resolution #1622: **Authorizing the San Francisco Public Library to apply for $35,000 in Grant Funds from the U.S. Department of Education Library Services and Construction Act (LSCA) Title V, for the purchase of Foreign Language Materials for FY 1993/94; with indirect costs not included in this Budget.** Mr. Dowlin, City Librarian, expressed his appreciation to the Commission for holding the special meeting to accommodate the discussion of resolution #1622. He explained that the library was invited to apply for this new grant with a short time frame to respond. Mr. Dowlin stated that the Library is aggressive anytime it has the opportunity to get Federal or State funds for books, particularly foreign language materials. Commissioner Gee asked for clarification on the indirect cost exemption from the General Fund. Mr. Dowlin explain that the Board of Supervisors' standard practice is to take 10% indirect cost of any and all grants. However, the Board will waive that practice if the granting agency does not allow for indirect cost.

Mr. Dowlin explained that this particular grant can only be used to buy books with no support service cost built in. Mr. Dowlin stated that the Library Services and Construction Act, Title V, does not allow for cataloging and processing charges but, this Bill is up for reauthorization in the next Congress and a joint library effort is underway to ask the Department of Education to amend the Bill to allow libraries to use funds for support service costs.

Commissioner Carlson made the motion to accept resolution #1622 which was seconded and unanimously approved.

President Herlihy invited public comment on other library issues. There was none and there being no further business to transact, the February 16, 1993, special Commission meeting was adjourned at 4:37 PM.

Donna Marion

Donna Marion
Assistant to the Library Commission

Resolution

(Grant - Federal Funds)

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR $35,000 IN GRANT FUNDS FROM THE U.S. DEPARTMENT OF EDUCATION LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) FOR THE PURCHASE OF FOREIGN LANGUAGE MATERIALS FOR THE FISCAL YEAR 1993/94; WITH INDIRECT COSTS NOT INCLUDED IN THIS BUDGET.

WHEREAS, the San Francisco Public Library has been invited to apply for $35,000 in grant funds from the U.S. Department of Education Library Services and Construction Act (LSCA) Funds, Title V, 1993/94 FY, for the purchase of foreign language materials;

WHEREAS, the purpose of this grant is to purchase Chinese and Spanish language reference books, popular reading materials, language learning materials in various formats for adults and children at three branches;

WHEREAS, these library materials will be use to enhance and expand the existing focused collections at Mission, Chinatown, Richmond and Excelsior Branches, and expand the collections at Mission and Chinatown in anticipation of branch renovation;

AND THEREFORE BE IT RESOLVED, that the San Francisco Public Library will apply for funds from LSCA, Title V, grant monies not to exceed $35,000 only to be used for the acquisition of foreign language books and other library materials; and be it

FURTHER RESOLVED, that the San Francisco Public Library has requested that the City exempt these funds from indirect costs so that the public not be denied access to $35,000 worth of much needed foreign language materials for children and adults; and be it

FURTHER RESOLVED, that this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds.

City and County of San Francisco
Public Library Commission

DOCUMENTS DEPT.
MAR 25 1993
SAN FRANCISCO
PUBLIC LIBRARY

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

DALE A. CARLSON
STEVEN A. COULTER
SHEPARD S. KOPP
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

LIBRARY COMMISSION MINUTES
MARCH 2, 1993

The regular monthly meeting of San Francisco Public Library Commission was held Tuesday, March 2, 1993, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:35 PM by President Herlihy.

II. Roll Call

On roll call, the following Commissioners were noted present: President Herlihy; Commissioners Coulter, Gee, Kopp and Rosenberg. Commissioner Swig arrived at 4:45 PM. Commissioner Carlson was excused.

III. Approval of Minutes

It was moved by Commissioner Gee and unanimously approved that the minutes of the February 2, 1993 and February 16,1993, Special Commission meeting be approved as submitted.

IV. Commission Bylaws

Commissioner Gee requested that future revisions of the Commission Bylaws be printed from the original document with different type-set to alert the reader of the language change and that the most recently revised document be dated on the bottom of the page.

Commissioner Gee noted that the in draft of the Commission Bylaws dated February 24, 1993, Section I, Item B, RESPONSIBILITY OF OFFICERS, additional language that had not been reviewed at the Planning Committee of February 17th, had been added. "THE FIRST VICE-PRESIDENT AND THE SECOND VICE-PRESIDENT SHALL ALSO

PERFORM SUCH OTHER DUTIES AS MAY BE DELEGATED BY THE PRESIDENT OF THE COMMISSION." On page 3, Special Meetings, Commissioner Gee suggested that notification of meetings by "FAX" be added to the Commission Bylaw language. Under the Ralph M. Brown Act, Commissioner Gee suggested separating out the"EXECUTIVE SESSION" with definition, citing examples. On page 3, Public Comment, "THE COMMISSION MAY LIMIT EACH SPEAKER TO FOUR MINUTES." Commissioner Gee pointed out there should be consistency with the Mayor's document regarding 3 minute time limits. Julia Moll, Deputy City Attorney, stated that the Administrative Code states that you cannot restrict a speaker to less than 3 minutes of public comment. If the Commission wants to give 4 minutes that it is consistent with the Administrative Code. Commissioner Coulter stated that the speaker has the discretion not to use the full three minutes.

President Herlihy reminded Commissioners that during the Planning Committee meeting of February 17, 1993, regarding action items, it was decided that public comment would be considered in the context of the particular action item under discussion, instead of waiting until the end. Commissioner Kopp requested that the decision be included in the bylaws. Commissioner Kopp stated that the public has a right to public comment on any agenda item including non-action items. Mr. Dowlin, City Librarian, pointed out that the commission is not a legislative body and that public comment is only required on action items. It was revealed through the public comment session that the public preferred to speak after each agenda item. Mr. Steven Pantos, a member of the public, asked that the Commission announce at the beginning of the public comment session the 3 minute time limit. Mr. Pantos questioned the source of authority on page 4, Section F, DECISIONS BY THE COMMISSION of the Bylaws "EACH MEMBER PRESENT AT A MEETING SHALL VOTE EITHER FOR OR AGAINST ANY QUESTION PUT TO A VOTE, UNLESS EXCUSED FROM VOTING BY A MOTION ADOPTED BY A MAJORITY OF MEMBERS PRESENT." Ms. Moll stated that City Charter requires that each Commission member present vote when issues are put to a vote. Ms. Moll stated that a Commissioner can asked to be excused from that responsibility if there are a conflict of interest or if there is reasons that might not be in the public's interest that would preclude the Commissioner from acting with undivided loyalty. Ms. Moll stated that these are limited circumstances and that the Commission member has to ask

for permission to be relieved of his/her obligation to vote because obstention under City Charter is not permitted.

Commissioner Gee noted on Page 3, Section D, under STANDING COMMITTEE, that this section was different from the original bylaws and asked that each Commissioner review for future discussion. On Page 4, Section E, under QUORUM, "A QUORUM FOR THE TRANSACTION OF OFFICIAL BUSINESS SHALL CONSIST OF THE MAJORITY OF THE MEMBERS OF THE COMMISSION." Commissioner Gee pointed out that a quorum also applies to Standing Committees which generally consist of three commission members.

Ms. Moll indicated that in circulating the next draft of the Commission Bylaws, she would attach the original copy. Commissioner Kopp requested that operating procedures be included in the Bylaws to address how a Standing Committee operates. Commissioner Gee suggested with modifications, the scope statements of each Standing Committee be incorporated into the Commission Bylaws. Mr. Dowlin stated that Ms. Moll felt it was more appropriate to have a general statement on the committees in the Commission Bylaws and adopt the scope statements which gets into more specific functions of the committees.

Page 4, Section F, DECISIONS BY THE COMMISSION, "ALL DECISIONS OF THE COMMISSION SHALL BE RECORDED BY ROLL CALL VOTE." Commissioner Coulter stated during his term as President, vote was taken as voice vote or through an acknowledged node of consensus.

Commissioner Coulter, referring to Page 2, Section C, RALPH M. BROWN ACT, indicated that the Commission may want to add some procedural instructions. Commissioner Coulter suggested that the role of parliamentarian be assigned to the Library Commission Secretary.

It was moved by Commissioner Rosenberg and unanimously approved that the amended statement be adopted regarding the Building and Facilities Committee Scope Statement, Section A," A PUBLIC FORUM FOR THE DISCUSSION OF THE CONSTRUCTION OF THE NEW MAIN LIBRARY AND BRANCH RENOVATION PROGRAM CURRENTLY UNDERWAY AND FOR THE MAINTENANCE OF SAID STRUCTURES."

Public comment indicated that there should be constancy between the Commission Bylaws and the Scope Statements and that a Public Forum Statement should be provided under all Standing Committees.

President Herlihy stated that Commission meetings and Standing Committees are a function of the Bylaws and that any Ad hoc committee that the Commission might want to create in the future would be a function of the Commission Bylaws and subject to the provision of the Public Comment section of the Commission Bylaws. Mr. Dowlin indicated that the Brown Act and the City Charter have precedence over the Commission Bylaws and that the Commission might want to keep the Commission Bylaws simple.

President Herlihy requested the Planning and Policy Committee to continue to review the draft of the Commission Bylaws and resubmit a new draft at the regular Commission meeting April 6, 1993, meeting.

Commissioner Kopp requested that the language in each scope statement of the Standing Committees be consistent.

It was moved by Commissioner Rosenberg and approved with a majority vote, 5 yea's and 1 Nay, that the Building and Facilities Committee status change from an Ad hoc Committee to a Standing Committee.

IV. Building and Facilities Ad hoc Committee Report

Kathy Page, Chief of Facilities Development, introduced the New Main Library Project Construction Management Team from the Department of Public Works: Jim Cheng, Project Manager; Ray Fong, Construction Manager; and Ruth Mordokowicz, Office Manager.

Commissioner Rosenberg reported that the Chief Administrative Officer requested the Library Commission's approval of a new time schedule for Branch Renovation. Ms. Page reported that the Library Improvement Bonds originally were to pay for all 21 branch renovations, but the cost to renovate the branches was much higher than estimated. Ms. Page stated as a result, only 5 branches are being renovated with Library

Improvement Bonds. The Earthquake Safety Program ESP 2, will renovate 10 branches. Funds from the seismic bond ESP 3, will renovate the balance. Ms. Page stated that 2 branches scheduled for repair under ESP 3, Richmond and Noe Valley, are critically deficient facilities and received new seismic ratings of 4, requiring immediate attention. Due to the urgency of these 2 branches, Ms. Page recommended that the Building and Facilities Committee place them on an expedited repair schedule with funds already secured through ESP 2.

Commissioner Rosenberg reported that the Building and Facilities Committee agreed to draft a letter to Senator Dianne Feinstein and Congresswoman Nancy Pelosi requesting support of the continued use of the Carlson Stacks.

Commissioner Rosenberg announced that the fence that will section off the building site for the New Main Library will be erected this week. Mr. Dowlin stated that the Department of Public Works will notify the Library in advance of the ground breaking date for the New Main. Commissioner Coulter reminded those present, that the library remains on budget, on program and on schedule.

IV. Consent Calendar

It was moved by Commissioner Kopp and unanimously approved to adopt consent items that were not subject to severance, Resolutions #1629, #1625, #1626, #1627 and #1628. It was then moved by Commissioner Kopp and unanimously approved, after discussion, to adopt Resolutions #1623 and #1624. (All Resolucions attached)

V. President's Report

A. Formal Change of Committee Members:

President Herlihy announced changes in committee assignments. The Finance Committee, Chaired by Commissioner Carlson, will now have as members Commissioners Kopp and Swig. The Planning and Policy Committee chaired by Commissioner Kopp will have Commissioners Coulter and Gee as members. Commissioner Rosenberg will chair the Building and Facilities Committee with Commissioners Coulter and Gee as members.

B. Time Change of Regular Commission Meeting of April 6, 1993:

It was moved by Commissioner Rosenberg and unanimously approved to adopt a start time of 3:30 PM for the next regular Commission meeting on April 6, 1993, in observance of the second eve of Passover.

Commissioner Rosenberg departed at 6:02 PM and Commissioner Swig departed at 6:11 PM.

VI. City Librarian's Report

A. Briefing on Current Children's Amendment Programs and Funding for FY 1993-94.

Toni Bernardi, Coordinator of Children's Services, stated the Children's Amendment Program has been recommended for funding at $421,000 over the initial baseline of $400,000. Ms. Bernardi stated the library is part of a city wide effort along with the Mayor's Office of Children Youth and Their Families, that is assisting in the development of the new FY 1993/94 programs which are tied into the $3.86 million increase to create programs that support the San Francisco Unified School District through homework assistance centers in library branches. Ms. Bernardi indicated that the juvenile bookmobile and School Liaison Projects are moving ahead, and the Saturday Project has been operating since January 16th, the Tenderloin Project is seeking an Asian Language Children's Librarian and the Youth at Risk Program is seeking an experienced librarian.

Jason Gibbs, indicated that the Charter states that the Library was to hold public hearing on proposition J before any programs were implemented and that Proposition J was never brought before the full Commission. Commissioner Coulter indicated that the Finance Committee did hold a public meeting on the issue. Commissioner Gee stated that the Mayor's Office of Children Youth and Their Families has standing public meetings on Proposition J. Mr. Dowlin indicated that all plans for FY 1993/94 and the 1994/95, have been adopted by the Board of Supervisors leaving no option for program changes, but the Commission is open for discussion.

B. Legislation to Permit Libraries to Retain Revenues Collected and to Accept Payment by Credit Card:

Mr. Dowlin's, recommendation that the Commission engage the services of a collection agency to recover overdue book cost and work through a mechanism for a revolving fund was referred to the Planning Committee for review. Mr. Dowlin stated that the Library is also seeking Board of Supervisors authorization to allow the use of credit cards for the payment of fines.

VII. Finance and Policy Report

A. Discussion of the Chinatown rental budget was referred to the Finance and Policy Committee.

VIII. Planning Committee

A. Marcia Schneider, Community Relations Librarian, introduced Paul Signorelli, Director of Volunteer Services, indicating that the volunteer program development timeline has been developed and that there should be a program in place within two months. Mr. Signorelli was welcomed by the Commission.

B. Commissioner Kopp asked that discussion of the cluster assignment objectives in conjunction with the retreat goals and objectives be held over to the next regular Commission meeting.

Mary Louise Stong announced that the Mayor's city budget meeting will be held Saturday, March 13, 1993, at the Marina Middle School from 11:00 AM to 2:00 PM. Ms. Stong stated that a schedule of future hearings could be picked up in the Community Relation Office.

IX. Librarian's Guild

No Report

X. New Business

None

XI. Public Comment

There being no further business to transact, the regular Commission meeting was adjourned March 2, 1993, at 6:22 PM.

Donna Marion

Donna Marion
Assistant to the Library Commission

3/23/93

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

DALE A. CARLSON
STEVEN A. COULTER
SHEPARD S. KOPP
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

DOCUMENTS DEPT.
MAR 25 1993
SAN FRANCISCO
PUBLIC LIBRARY

LIBRARY COMMISSION MINUTES
MARCH 11, 1993

A special meeting of the San Francisco Public Library Commission was held Thursday, March 11, 1993, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:30 PM by Commission President Herlihy.

II. Roll Call

The following Commission members were noted present: Commissioners Carlson, Coulter, Gee, Herlihy, and Swig; Commissioners Kopp and Rosenberg were excused.

III. Discussion of Revised 1993/94 Children's Services Plan

President Herlihy introduced Anthony Lincoln, director of the Mayor's Office of Children, Youth and Their Families.

Mr. Lincoln presented an overview of the City's plan for Children's Amendment-funded services, noting that administrative difficulties had delayed programs from beginning as originally scheduled in the 1992/93 plan. He emphasized the importance attached in the 1993/94 plan to collaborations between programs, and indicated that the plan envisions greater coordination of services which will ultimately result in a mechanism for assessing total needs for children's services in San Francisco. Mr. Lincoln described the categories of baseline funds, matching-fund programs, and special programs.

In response to a question from Commissioner Gee regarding the range of funding the library would be eligible for, Mr. Lincoln explained that the plan

anticipates a wide interaction between community-based organizations and City departments.

In response to a question from Commissioner Swig regarding the monitoring of Children's Amendment funds, Mr. Lincoln recounted the difficulty of simultaneously funding and implementing programs.

In response to a question from Commissioner Carlson regarding possible future increases in Children's Amendment funds allocated to the library, Mr. Lincoln explained that additional funds would have to be received through the collaboration which the plan will require. Plans for the collaborative effort, he noted, would have to be agreed upon by September.

In response to a question from Commissioner Gee, Mr. Lincoln explained that the Mayor's Office of Children, Youth and Their Families has 12 staff people; 11 are paid from Children's Amendment funds, and the director's salary is provided from the City's general fund.

In response to a question from Commissioner Coulter, Mr. Lincoln pointed out that the benefits of the Children's Amendment would not be known until after the collaborative effort of City departments had developed a program.

The Commission heard public testimony regarding the 1993/94 Children's Amendment plan. In response to a question from a member of the public, Kenneth Dowlin, City Librarian, explained that the recent proposal to specify some branch libraries as children's libraries was not based on the Children's Amendment plan, but was an option approved by the Commission in response to instructions from the Mayor's office to prepare a budget reduction.

In response to a public suggestion regarding Commission oversight of Children's Amendment-funded programs at the library, President Herlihy proposed that the Commission annually review the library's allocation and use of the funds.

In response to a question from Commissioner Swig, Mr. Lincoln recounted the events that led to his appointment as the director of the Mayor's Office of Children, Youth and Their Families.

Jason Gibbs, Librarians' Guild, expressed concern that the impending reduction in adult library services will diminish the library at the expense of the entire public, including children.

Commissioner Swig agreed with public concern about isolating children's services, and President Herlihy requested that the City Librarian consider the role of volunteers in increasing adult involvement in the program.

There being no additional business to transact, the March 11, 1993, special meeting of the San Francisco Public Library Commission was adjourned at 5:40 PM.

Donna Marion
Assistant to the Library Commission

DOCUMENTS DEPT.
APR 29 1993
SAN FRANCISCO
PUBLIC LIBRARY

SF
Public

LIBRARY COMMISSION MINUTES
TUESDAY, APRIL 6, 1993

The regular meeting of the San Francisco Public Library Commission was held Tuesday, April 6, 1993, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 3:35 PM by Commission President James Herlihy.

II. Roll Call

The following members were noted present: Commissioners Carlson, Coulter, Gee, Herlihy, and Rosenberg; Commissioners Kopp and Swig were excused.

III. Approval of Minutes of the Meetings of March 2, 1993, and March 11, 1993

Commissioner Gee requested that the minutes of the regular meeting of March 2, 1993, be amended on page 4, before the approval of Commissioner Rosenberg's motion by a vote of five ayes and one no, to include: Commissioner Gee urged and supported a more carefully thought out approach to the standing committees as a whole and to take measures to avoid a piecemeal approach. Commissioner Gee then made the motion to accept the minutes of the March 2, 1993, meeting as amended and the minutes of the March 11, 1993, meeting as submitted which was unanimously adopted.

IV. Consent Calendar

At the suggestion of Commissioner Gee and Kenneth Dowlin, City Librarian, the approval of the Commission bylaws was tabled until the next Commission meeting.

On a motion from Commissioner Gee, the Commission unanimously approved the following resolutions:

Resolution #1630: Approval of temporary, exempt, and non-Civil Service appointments and separations

Resolution #1631: Acceptance of a gift for the Chinatown branch library relocation

Resolution #1632: Acceptance of a gift from the Library Foundation of San Francisco in the amount of $480,000, to establish a resource collection for learning differences in the San Francisco Public Library

V. President's Report

President Herlihy reported the death of Melvin Swig, co-chair of the Library Foundation of San Francisco, and noted that the Library Commission meeting of April 6, 1993, would be held and adjourned in the memory of Mr. Swig.

VI. City Librarian's Report

A. Mr. Dowlin introduced Ed McBride, coordinator of Automation Services, who reported on the library's online public access catalog (OPAC). Mr. McBride indicated that the online catalog would be available to patrons at the main library and the branches on Monday, April 12, and thanked the staff of Automation Services and the members of the online-help committee that had made successful completion of the project possible.

Using an overhead projector, Mr. McBride provided a demonstration of the computer screens, emphasizing such features as help screens in English, Spanish, and Chinese; enhanced search capacity by author or topic; the system's ability to inform patrons whether specific material is available and at what branch; and access to various databases. Mr. McBride noted that the network of OPAC terminals at the main library and branches will ultimately total 450, adding that eventually members of the public with personal computers and telephone modems will be able to use the library's online catalog and databases from their offices and homes.

The City Librarian commended staff for their efforts over the past two years that have made the online catalog possible, and indicated that San Francisco Public Library's online catalog is one

of the largest in California and contains more than 600,000 titles and 1.5-million items.

B. Mr. Dowlin described Senate Bill 566 (Roberti) which amends the special assessments law to include libraries. Commissioner Gee made the motion to approve a resolution to be transmitted to the City's Legislative Committee in support of the concept of amending special benefits assessment law to include public libraries, and the Commission unanimously voted approval. Commissioner Gee requested that the City Librarian provide periodic updates to the Commission regarding the progress of SB 566.

C. Mr. Dowlin noted that the Mayor's office projects a $184-million shortfall in next year's budget and explained that the budget office had inquired orally what effect a $4.7-million reduction would have on the library; the $4.7-million figure included an additional $3.2-million reduction over the $1.5-million reduction that the library had already been directed to make. The City Librarian concluded that economies of that magnitude could only be achieved through staff reductions and would require reducing the main library to operating only five days per week, reducing staff by 100 full-time equivalents, closing 17 branch libraries and operating the remaining 9 through children's amendment funds. The proposed economies would cut 78 branch positions, 7.5 main library positions, 9 administration/support positions, and one-half of the library's temporary positions. Due to the number of parttime employees, Mr. Dowlin noted, the total number of layoffs would be 140 employees, 35% of the library's staff.

Both President Herlihy and the City Librarian emphasized that the additional $3.2-million reduction was proposed differently than the $1.5-million reduction, and that the Library Commission had neither taken action, nor been asked to take action, on the additional budget cut. In response to a question from Commissioner Rosenberg, Mr. Dowlin added that all general-fund departments in the City had been asked to submit proposals describing how they would handle additional budget cuts.

Mary Louise Stong encouraged participation in

Mayor Jordan's community budget meetings and announced the April 7 meeting at McAteer High School.

A representative from the Council of Neighborhood Libraries provided the Commission with an open letter encouraging them to work with local leaders to protect the San Francisco Public Library from additional budget reductions.

Landis Whistler, a member of the public, also spoke in opposition to additional reductions in the library budget, citing past cuts in services.

D. The City Librarian introduced Jim Edgar, president of the Library Foundation of San Francisco, who lauded the accomplishments of Melvin and Charlotte Swig, noting their remarkable leadership that has led the foundation to raise $21.2-million of its $30-million goal. Of the money raised to date, Mr. Edgar reported, $8.4-million has been given by individuals, $1.7-million by corporations, and $10.6-million by foundations, including a pledge of one-half million dollars by the Friends of the San Francisco Public Library; the foundation, he stated, is confident of reaching its $30-million goal by the end of the year.

Mr. Edgar introduced Martin Paley, executive director of the foundation, and Mr. Dowlin expressed gratitude to the Library Foundation for purchasing the computer that made the online catalog possible.

VII. Finance Committee Report

No report

VIII. Planning Committee Report

Commissioner Gee, in the absence of Commissioner Kopp, described the previous meeting of the Planning Committee.

Mr. Dowlin recalled that the Planning Committee had considered the retreat goals and objectives, and the item had been on the previous agenda of the Commission and had been carried over. He and President Herlihy noted that the goals and objectives had been widely discussed but no action had ever been taken. The City Librarian requested that the goal to coordinate the

activities of the Friends of the Library and the Library Foundation be extended for three months and pointed out that the other goals and objectives were on schedule. Commissioner Gee made the motion to accept the goals and objectives as amended. President Herlihy requested public comment on the goals and objectives, and Commissioner Coulter specifically asked to hear from members of the public who attended the January 20, 1993, retreat; however, no one wished to speak.

The Commission unanimously approved Commissioner Gee's motion to accept the library goals and objectives as amended.

IX. Building and Facilities Committee Report

Commissioner Rosenberg noted that the agenda item regarding the seismic renovation of the Richmond and Noe Valley branch libraries had already been acted upon, and agreed that the scheduled Saturday children's project report would be included in the City Librarian's report at a later meeting.

Julia Moll, deputy city attorney, reported that extending the lease with Shell Oil Company for the Kern County Fuhrman estate property would not violate the City's South Africa ordinance.

Commissioner Rosenberg described the cultural activities bond measure which the library has been asked to participate in and recounted her meeting with representatives from the Asian Art Museum, Art Commission, Exploratorium, and Academy of Science. She explained that this was not an action item and that the Building and Facilities Committee was not making any recommendation at this time to the Library Commission. She has requested more information regarding the background and financial figures of the possible bond measure, and the Building and Facilities Committee will report back to the Commission at a later date with a recommendation regarding possible participation in a bond measure.

In response to a question from Ed Regan, a member of the public, regarding books purchased with Fuhrman fund money, the City Librarian explained that the library maintains accounting records of Fuhrman transactions but does not maintain a separate list of book titles; he acknowledged that a list of titles could be constructed from accounting records but that it would require an undue amount of staff time since Fuhrman-

funded book purchases total approximately 6,000 items per year. Mr. Regan also expressed interest in a 24-hour per day reading space in a branch library.

Mary Louise Stong announced that April 18 through April 25 is National Library Week.

There being no additional business, the April 6, 1993, regular meeting of the San Francisco Public Library Commission was adjourned at 4:55 PM in memory of Melvin Swig.

The next regular meeting of the Public Library Commission is scheduled for Tuesday, May 4, 1993, at 4:30 PM, in the Lurie Room, Main Library.

Donna Marion
Assistant to the Library Commission

Resolution #1630

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MARCH, 1993. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MARCH, 1993.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of MARCH, 1993 be approved:

3602 Library Page

Bresnahan, Ned
Hidalgo, Saul
Liedlich, Nancy
Walsh, Thomas
Zhang, Qiao

AND FURTHER, That the following separations from Temporary, Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Cheng, Clifford
Gauquier, Nancy
Green, Anita
Lipman, Leticia
Martinez, Cynthia
St-Louis, Tracy
Wong, Lenora

RESOLUTION NO. 1631

[acceptance of gifts]

ACCEPTING A GIFT FROM THE LIBRARY FOUNDATION OF SAN FRANCISCO IN THE AMOUNT OF 204,500 FOR THE TEMPORARY RELOCATION OF THE CHINATOWN BRANCH LIBRARY DURING RENOVATION OF THE CURRENT FACILITY.

WHEREAS, The San Francisco Public Library is renovating and expanding the Chinatown Branch Library; and

WHEREAS, The Branch is scheduled to close for construction in June 1993 and reopen in the new facility in June 1995; and

WHEREAS, Over 450,000 people visit the Chinatown Branch Library each year and the Library is the busiest Branch in the city; and

WHEREAS, The Chinatown Branch Library houses the largest Chinese language collection in San Francisco and Northern California; and

WHEREAS, Closure of the Chinatown Branch Library would significantly impact the residents of the Chinatown neighborhood and the Chinese speaking residents of San Francisco; and

WHEREAS, The Library Foundation of San Francisco has raised funding for rental, improvement, moving, telecommunications and added utilities costs connected with a temporary location for Chinatown Branch during the renovation; and

RESOLVED, That the Library Commission recommends to the Board of Supervisors acceptance of a gift in the amount of $204,500; and be it

FURTHER RESOLVED, that the Library Commission hereby expresses its gratitude to the Library Foundation of San Francisco for their generosity.

*** Resolution #1632 ***

[Acceptance of Gifts]

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT A GIFT FROM THE LIBRARY FOUNDATION OF SAN FRANCISCO IN THE AMOUNT OF $480,000, TO ESTABLISH A RESOURCE COLLECTION FOR LEARNING DIFFERENCES AT THE SAN FRANCISCO PUBLIC LIBRARY.

WHEREAS, The San Francisco Public Library is building a new Main Library scheduled to be completed in 1995; and

WHEREAS, The Library will serve all San Franciscans at the new facility including those with physical disabilities and differences; and

WHEREAS, An estimated 10% San Franciscans have a learning difference that prevents them from reading, writing and learning to their fullest potential; and

WHEREAS, The families and friends of individuals often cannot easily locate information that will help them understand the nature of learning differences or locate sources of help for this problem; and

WHEREAS, The Main Library as a public institution open to all is a highly desirable location for information useful to those with learning differences as well as their families and friends; and

WHEREAS, The Charles and Helen Schwab Foundation/Parents' Educational Resource Center and The Roberts Foundation have offered to make donations to The Library Foundation of San Francisco to create and maintain a resource collection at the Main Library for learning differences; now, therefore be it

RESOLVED, That the Library Commission does hereby authorize the City Librarian to accept a gift in the amount of $480,000 from The Library Foundation of San Francisco to establish a resource collection for learning differences at the San Francisco Public Library; and be it

FURTHER RESOLVED, That the Library Commission hereby expresses its gratitude to The Charles and Helen Schwab Foundation/Parents' Educational Resource Center and The Roberts Foundation for their generosity.

4/1/93

[RESOLUTION #1633]

RECOMMENDING SUPPORT OF THE BENEFIT ASSESSMENT LEGISLATION, SPONSORED JOINTLY BY CALIFORNIA LIBRARY ASSOCIATION AND LOS ANGELES COUNTY. THE MEASURE, AUTHORED BY SENATE PRESIDENT PRO TEM DAVID ROBERTI, KNOW AS SB 566-ROBERTI.

WHEREAS, a goal of the Library Commission is to provide long term, stable funding for Library programs and service; and

WHEREAS, The State Legislature is considering action to clarify the permissibility for cities, counties and library districts to be participants in Special Benefit Assessments; and

WHEREAS, such legislation would increase the option for the City and County of San Francisco for funding library services; now, therefore, be it

RESOLVED, That the San Francisco Public Library Commission support Senate Bill 566, sponsored by Senator Roberti;

FURTHER RESOLVED, That the City Legislative Committee be requested to take action to support this bill.

[RESOLUTION #1634]

RECOMMENDING ADOPTION OF THE MISSION, GOALS AND OBJECTIVES FROM THE 1992 - 1993 STRATEGIC PLANNING WORKSHOP.

WHEREAS, The Library is continually faced with providing services at a time of declining budgets; and

WHEREAS, It is important for the San Francisco Public Library Commission, staff and supporters to focus our resources to provide for a continued service level of the library; now, therefore,

WHEREAS, The San Francisco Public Library Commission discussed in an open meeting with administrative staff and others the attached goals and objectives; now, therefore, be it

RESOLVED, That the San Francisco Public Library Commission adopts the attached goals and objectives.

COLLECTION DEVELOPMENT POLICY

Mission Statement

The San Francisco Public Library System is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community.

POLICY

The San Francisco Public Library System seeks to accomplish its mission through the effective management and development of its resources and services, and by providing access to a broad range of materials and services to meet the needs of the community it serves. In this effort, the Library establishes cooperative relationships with other libraries and educational, cultural, community and governmental agencies and institutions.

SERVICE GOALS:
The Library's collections are managed and developed to complement and support the following Service Goals:

*Make all Library resources and services available to all users on a free, equitable basis that is responsive to San Franciscans' changing needs.

*Provide all users a sustained level of high quality information service.

*Provide services, programs and materials at all Library service locations that motivate San Francisco's children, from birth through age 12, and young adults, ages 13 - 18, to become lifelong readers and library users, supporting the transition from childhood to adulthood and giving parents and caregivers the information resources they need to develop the full potential of children in their care.

*Provide services, materials and programs that support the needs of independent learners.

*Provide services, materials and programs that will attract and serve the needs of new and previously underserved users, including San Francisco's many ethnic groups as well as the physically challenged.

*Provide services, materials and programs that support informed governance of San Francisco as well as promote individual San Franciscans active participation in government.

*Provide services, materials and programs that promote the joy of reading and enhance the cultural, literary and aesthetic lives of San Franciscans.

*Provide services, materials and programs that encourage an improved standard of living for all San Franciscans.

*Promote high library visibility and library-community partnerships by creating and maintaining links with the community, media, schools and community organizations.

ACCESS STATEMENT:
All of the Library's collections will be made accessible through the Library's Online Catalog at levels appropriate to achieving each of the Library's Service Goals. Shelf location information will identify materials for circulation and/or in-library use.

PRESERVATION:
The Library considers preservation of materials, both active repair and preventive measures, as an integral part of collection development and management. It is the Library's policy to support appropriate preservation activities as an ongoing, system-wide component of the collection development process.

COMMUNITY INVOLVEMENT:
The San Francisco Public Library System acknowledges the important role of the community in collection development by inviting suggestions and consulting citizens in areas of special expertise. Serious consideration is given to all suggestions and ideas.

EVALUATION:
The Library's collections are evaluated on an ongoing basis. Evaluation is characterized by flexibility and open-mindedness, and is responsive to the changing needs of the community.

OVERALL PRINCIPLES:
The San Francisco Public Library System is committed to the principles embodied in the **Library Bill of Rights of the American Library Association.** The Library does not promote any particular belief or view but offers collections of considerable scope and variety, which allow individuals to examine different sides of issues and make their own decisions.

The Library's collections contain materials for patrons of all ages. The use of materials in a particular collection is not limited by the age of the patron. The ultimate responsibility for the use of materials by children rests with their parents or legal guardian.

RESPONSIBILITY:
Final responsibility and authority for collection development rests with the City Librarian, who operates within the framework of the policies adopted by the San Francisco Public Library Commission.

Chief of the Main
3/24/93

MISSION, GOALS AND OBJECTIVES

1992 - 1993

FROM STRATEGIC PLANNING WORKSHOP
JANUARY 20, 1993

MISSION
3-YEAR GOALS

OBJECTIVES

Kenneth E. Dowlin
City Librarian

MISSION

The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community.

3 - YEAR GOALS
1991 - 1994

1. Increase funding and staffing

2. Improve and/or develop effective partnerships with the community

3. Develop, update, and maintain broad - based and in-depth collections

4. Improve access to materials and facilities

5. Develop diversity and expertise of staff

REVISED 3-YEAR GOALS
1991-1994

Increase funding and staffing

Improve communication and develop effective partnerships with community

Develop, update and maintain broad-based and in-depth collections

Improve access to materials and facilities

Increase diversity and expertise of staff to anticipate, relate and respond to community needs

I. INCREASE FUNDING AND STAFFING

18 Month Objectives

By June 1993, the Library Commission will author a plan aimed at the financial independence/stability of San Francisco Public Library which will include examining alternative funding sources such as parcel tax, fee-based services and other revenue enhancements. (Including training in community sensitivity and public speaking in support of library budget and alternate financing plan)

By February 15, 1993, the Community Relations Librarian will identify and hire a director of volunteer services to implement a comprehensive program of volunteer services

Within 60 days of hiring, the director of volunteer services will complete a plan to recruit, train, assign, evaluate and recognize a preliminary corps of volunteers. Volunteers will support and

enhance services but not replace staff. (e.g. online catalog training by seniors - find them through Seniornet)

By March 1993, the City Librarian will propose to Commission, Friends, Foundation, and other affected parties, a mechanism to coordinate grants research and application, and fundraising by the Friends, Foundation, and library staff.

II. IMPROVE COMMUNICATION AND DEVELOP EFFECTIVE PARTNERSHIPS WITH COMMUNITY

18 Month Objectives

By March 1993, the Library Commission and staff will strengthen cooperative partnerships with the Library Foundation fundraising affinity groups.

By November 1993, the Community Relations Officer, working with staff, Commission, Friends Neighborhood Council and community, will develop a strategy/communications plan to improve citywide awareness and understanding of the library, including benefits and value to all.

II. DEVELOP, UPDATE AND MAINTAIN BROAD-BASED AND IN-DEPTH COLLECTIONS

18 Months objectives

By March 1993, the library administrative operations committee will approve a systemwide collection development policy and submit it to the Library Commission Planning Committee.

By May 1993, the Library Commission Planning Committee will submit its approved collection development policy draft to the full commission for adoption.

By June, 1993, the City Librarian, with staff, will develop an action plan to obtain and allocate resources (staff, materials, space) to implement the Collection Development Policy.

III. IMPROVE ACCESS TO MATERIALS AND FACILITIES

18 Months Objectives

By March 31, 1993, the Community Relations Librarian, working with the Volunteer Director and other staff, will design and implement a public awareness program to inform the community of expanded access to library resources through automation.

By March 31, 1993, the Automation Coordinator, working with the Administrative Team's Online Catalog Implementation Group, will design and implement the first phase of the online catalog, including a public training program.

By July 1, 1993, the Automation Implementation Team will present to the Commission a plan for additions to the online system, including priorities, time schedules and costs.

By July 1, 1993, the Automation Coordinator will develop a pilot program and linkages, and seek funding to provide electronic access to the online catalog from home, school and office.

IV. INCREASE DIVERSITY AND EXPERTISE OF STAFF TO ANTICIPATE, RELATE AND RESPOND TO COMMUNITY NEEDS

18 month objectives

1. By June 30, 1994, the Personnel Program Manager and Library Commission will work with the Civil Service Commission and city government to revise the recruitment and hiring process for Library personnel to give flexibility and responsiveness to the hiring process.

2. By June 30, 1994, the Personnel Program Manager will complete the implementation of the PREP staff development report recommendations

3. By June 30, 1994, the Personnel Program Manager will implement a comprehensive ongoing training program to include cultural sensitivity training; skills training and development; ADA training; TB, HIV and other contagious diseases awareness training; VDT safety; and other programs necessary for the Library.

Council of Neighborhood Libraries
San Francisco Public Library

Open letter to the Library Commissioners
from the Council of Neighborhood Libraries

April 6, 1993

As residents of San Francisco, library patrons, and representatives of our neighborhoods, we are dismayed and fearful about the dismantling of the San Francisco Public Library system that will take place if we allow the proposed cuts.

The $4.7 million budget reduction will eliminate all branch services to adults. Libraries are the most visible resource used by adults of every background, belief, and situation. This abandonment of a basic educational resource will result in, not a public library system, but a sham.

As Commissioners, you are charged with administering the library system. Included in this charge is the high moral responsibility to the citizens of San Francisco.

The pattern of draconian cuts over the past five years has led to a reduced book budget and continuing inadequate access to library services. If we do not fight the proposed cuts we will see the complete destruction of what is left of the branch part of the system.

We have begun a list (see page 2) of people and organizations we think will be responsive to your urgent invitation to help the libraries <u>now</u> by bringing community leaders into dialogue with the Mayor. You have the stature and contacts to talk directly with local leaders. You will find thousands of San Francisco citizens supporting your efforts.

We are relying on you to get out the troops to stop this frightening, anti-educational proposal!

Sydney Gurewitz Clemens
Margaret Coughlin
Marcia Popper

Council of Neighborhood Libraries

Council of Neighborhood Libraries
San Francisco Public Library

Superintendent of San Francisco Unified School District

Superintendent of Archdiocesan Schools

Chancellor: San Francisco State University

Chancellor: San Francisco City College

Chancellor: University of San Francisco

President: San Francisco Education Fund

President: San Francisco Foundation

SF
176
.2
-4-93

City and County of San Francisco
Public Library Commission

DOCUMENTS DEPT.
MAY 25 1993
SAN FRANCISCO
PUBLIC LIBRARY

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

DALE A. CARLSON
STEVEN A. COULTER
SHEPARD S. KOPP
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

LIBRARY COMMISSION MINUTES
TUESDAY, MAY 4, 1993

The regular meeting of the San Francisco Public Library Commission was held Tuesday, May 4, 1993, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:35 PM by Commission President James Herlihy.

II. Roll Call

The following members were noted present: Commissioners Carlson, Coulter, Gee, Herlihy, and Kopp; Commissioners Rosenberg and Swig were excused.

III. Approval of Minutes of the Meeting of April 6, 1993

Commissioner Gee requested that the minutes of the regular meeting of April 6, 1993, be amended on page 1, first paragraph under "Consent Calendar," to read: At the suggestion of Commissioner Gee and Kenneth Dowlin, City Librarian, the approval of the Commission bylaws was tabled pending further work on the document. Commissioner Carlson then made the motion to approve the minutes of the April 6, 1993, meeting as amended which was unanimously adopted.

IV. Consent Calendar

At the request of Commissioner Carlson in behalf of Commissioner Rosenberg, approval of Resolution #1636: Amending of the Memorandum of Understanding with the San Francisco Public Library and the San Francisco Library Foundation to Allow Mailing to Library Users for the Purpose of Communications about the New Main Campaign was removed from the consent calendar. Commissioner Carlson explained that a library patron had contacted Commissioner Rosenberg with concerns about the confidentiality of the library's list of patrons.

President Herlihy requested that Julia Moll, deputy

city attorney, advise the Commission on the issues of confidentiality and the patron list. Ms. Moll indicated that government code imposes some restrictions on uses of the list of patrons, but that the library is entitled to use its list for its own administrative purposes, which include fundraising, and can form an agreement with the Library Foundation to do fundraising provided that the foundation agrees to protect the list's confidentiality and not use the list for other purposes. Ms. Moll concluded that the use of the patron list described in Resolution #1636 is acceptable and appropriate use.

Commissioner Carlson made the motion to approve the remaining two items on the consent calendar: Approval of Resolution #1635: Approval of Temporary, Exempt, and Non-Civil Service Appointments and Separations; and Readoption of Resolution #1633: Senate Bill 566 (Roberti), and the Commission unanimously voted approval.

Commissioner Carlson made the motion to approve Resolution #1636 which the Commission voted to adopt. Subsequent discussion revealed some misunderstanding between Commissioners as to whether the motion had been to approve Resolution #1636 or to remove it from the consent calendar. On the advice of Ms. Moll, the Commission voted again on the two consent calendar items--Resolutions #1635 and #1633--and separately on Resolution #1636. Commissioner Carlson made the motion to approve Resolutions #1635 and #1633, and the motion passed unanimously; he made the motion to approve Resolution #1636, and the motion passed unanimously.

V. President's Report

A. President Herlihy recounted the violence that occurred recently at the Sacramento Public Library, noting that at the conclusion of the Commission meeting he would adjourn in memory of the individuals slain in Sacramento.

B. President Herlihy gave an update on the cultural facilities bond measure proposed for the November 1993 election. He reported that library participation in the bond issue had been considered in order to seismically retrofit Noe Valley and Richmond branch libraries, but a recent meeting with the Chief Administrative Officer had concluded that funds for structural improvement of those two branches would be available from previously approved bonds. President Herlihy noted that this was not an action item before the Commission.

Ed Regan, a member of the public, suggested that seismic retrofits might not be necessary and encouraged the Commission to authorize a book describing how library buildings were constructed.

President Herlihy confirmed recent press reports that a parcel tax to benefit the public library would be proposed in the Mayor's budget.

VI. Building and Facilities Committee Report

A. President Herlihy introduced James Chang, the official from the Department of Public Works who is project manager for the new main. Mr. Chang reported that the contract for construction began in mid-March and that over the next two months the contractor will be implementing a dewatering system to lower the site's water table, implementing a shoring system, and moving the Pioneer Monument. He added that there are some problems obtaining approval for the shoring and dewatering systems from the designers and the Bureau of Building Inspection but that the delays do not seem major. In response to a question from Commissioner Coulter, Mr. Chang affirmed that the project is on schedule and on budget.

Mr. Chang noted that Commissioners would be provided each month with a status report detailing the project's accomplishments and problems. In response to a question from Commissioner Gee, Mr. Chang informed the Commission that applicants for the project's affirmative action coordinator's position had been narrowed to two, and he anticipated the appointment would be made soon; Kathy Page, chief of facilities development, pointed out that the affirmative action coordinator's reports would be included in the monthly status updates.

B. Rus Abel, Bureau of Architecture, informed the Commissioners that the Sunset branch renovation was substantially complete and the library has begun moving back into the site.

The drawings for the Chinatown branch renovation, he reported, are nearing completion and will then be forwarded to the state for review and approval; DPW anticipates having the project go to bid in August, at which time the Bureau of Architecture will focus on plans for the renovation of Mission branch.

In response to a question from Commissioner Coulter, Mr. Abel explained that the Chinatown plans include the rooftop garden.

In response to a question from Commissioner Gee, Richard Walsh, secretary to the Commission, indicated that the Real Estate Department had contacted United Savings which holds the lease on the Panzini Building and is willing to lease the building to the library for a 24-month period. Mr. Walsh stated that the library now expects to take occupancy of the building on July 1 and, after minor renovations, to move the Chinatown branch library into the temporary location by August 1.

VII. City Librarian's Report

Kathy Page, chief of facilities development, reported to the Commission in the absence of Kenneth Dowlin, City Librarian. Ms. Page indicated that no additional information was available regarding the library's budget; Mr. Dowlin has assigned library administrative staff to work to develop financial projections for the proposed parcel tax.

Commissioner Gee requested that monthly updates on the progress of Senate Bill 566 be provided at every Commission meeting, stating that an awareness of activities on the state level would be helpful in planning.

Landis Whistler, a member of the public, expressed concern that the public did not know the amount of money that would be raised by a parcel tax, or the options that would be available if the proposed tax failed to garner the necessary 2/3 majority of voters for approval. President Herlihy responded that contingency planning by the Commission and library staff would continue.

VII. Finance Committee Report

A. Commissioner Carlson reported on the Finance Committee's meeting of April 20, 1993. He related that Toni Bernardi, coordinator of children's services, had given an update on the trial program of Saturday hours for children at some branch libraries, reporting that on average 300 items were being checked out and 350 patrons were being served, 27% of whom were children. Several hundred questionnaires have been completed, the

overwhelming majority of which supported the program. In addition, Ms. Bernardi had updated the Finance Committee on other Children's Amendment funded programs, including the juvenile bookmobile, outreach efforts, and programs for at-risk youth.

B. Commissioner Carlson announced that he has heard from several individuals who have used the online catalog at the branches and been very pleased with the system and the amount of information that it provided.

Commissioner Carlson reported that he, Commissioner Rosenberg, and Richard Walsh had met the day before at the Presidio with Colonel Ren and Army staff to discuss the library's use of the Public Health Service Hospital for off-site book storage. The Army seeks to begin asbestos remediation in the building in preparation of turning it over to the Department of Interior Bureau of Land Management for possible sale or transfer to the Golden Gate National Recreation Area. Commissioner Carlson lauded the generosity of the Army in providing the space to the library free of charge following the Loma Prieta earthquake and related that Colonel Ren has offered to assist the library in finding suitable alternative space on the main grounds of the Presidio in which to store books until the new main is complete. Such an agreement, Commissioner Carlson noted, would also require negotiation with GGNRA.

He added that at the time the library made the move to the Presidio, FEMA funds were available; however, there is probably not sufficient FEMA money remaining for a second move.

In response to a question from Commissioner Coulter, Richard Walsh indicated that Private Industry Council workers had been used for six months to make the move but that FEMA money had been used to pay them.

Commissioner Carlson recounted discussions with the company that holds the City's moving contract which had estimated the cost of the move from the hospital at $100,000; this figure would drop to $75,000 if the elevator in the building were repaired. However, he noted, the library does not have funds for the move, and a creative way to

bring the cost down will be necessary.

Commissioner Coulter suggested the possibility of using workers from the Mayor's summer youth program which is administered by the PIC; Commissioner Gee added that Conservation Corps workers are stationed at the Presidio as well.

C. Commissioner Carlson explained that library staff was working to project various levels of service that would be available at various funding levels, and that rough projections should be available within a week. He suggested a series of community meetings after that information is provided to the public in order to obtain a sense of the service the public desires, and noted that the library will need to seek expert assistance to determine the rates and specific measures to propose for a parcel tax. He cautioned that the library will need to act swiftly to meet the Charter requirements for placing a measure on the ballot for November.

President Herlihy added that his understanding was that the library and Golden Gate Park might share a parcel tax. In response to a question from Commissioner Kopp, President Herlihy recalled that both the park and the library are popular, and both have had successful bond measures within the past five years that passed with majorities well in excess of the 2/3 vote required.

In response to a concern expressed by Commissioner Gee regarding possible confusion in the public's mind between the issue of the parcel tax and SB 566, President Herlihy requested that at the next Commission meeting Deputy City Attorney Moll revisit the issue of special assessment districts and parcel taxes, and to review the options and alternatives available to the Commission.

Commissioner Coulter emphasized the need for the library to be explicit in what it would be offering to the public in return for additional revenues from the parcel tax, stating that increasing open hours and the book budget would make a more persuasive argument than simply maintaining current services. Commissioner Kopp suggested that the Commission seek pro bono assistance from political experts in order to achieve the necessary 2/3 majority vote.

Commissioner Gee requested that the parcel tax be listed as a separate agenda item in the future.

Marcia Popper, representing the Council of Neighborhood Libraries, noted that the public had already been surveyed regarding library services, and that the surveys did not have an effect. She requested Commission response to the letter from the Council that was presented at the last meeting. President Herlihy responded that he did not anticipate extended public surveys since the Mayor's recent series of community budget meetings had consistently indicated that the public seeks expanded hours, adequate collections and access; moreover, he noted, the time limits that must be observed in order to place an item on the November ballot will be challenging to meet. He pointed out that the parcel tax and the Mayor's efforts to fund the library seemed to supersede some of the issues that the Council of Neighborhood Libraries had raised, since the library was not now facing the proposed $3.2-million in additional budget reductions. Ms. Popper expressed concern that the proposals for funding the library budget were speculative.

Artia Shuba, a Bernal Heights resident, informed the Commission that San Francisco communities want both children's and adult services in the branches; she requested that the City Librarian affirm that the City needs all of its branches and commit to preserve them.

President Herlihy stated that San Francisco consists of 165,000 parcels and that a $50/parcel fee would raise $8.25-million which is the library's goal; he pointed out that the tax could be weighted so that business parcels would be charged more than residential parcels. The parcel tax, he added, was not envisioned as providing the entire funding for the library which would continue to receive the majority of its financing from the City's general fund.

Landis Whistler, a member of the public, described the effects of inflation on the library's book budget and inquired whether a parcel tax would have to be renewed every year. President Herlihy responded that the parcel measure would specify a period for which it would be effective, adding that San Francisco--unlike Berkeley--is well under its Gann limit and consequently would not be

required to go to the voters every year for spending authority. Mr. Whistler related plans for the rally on May 13 that he organizing in support of library funding.

Susan Herbert, reporter for the San Francisco Independent, inquired what assurance was offered that the funds from a parcel tax would be used to enhance service instead of merely replacing cuts in the library's share of general fund money. Commissioner Kopp expressed a similar concern that the Mayor or the Supervisors might reduce the library's general fund revenue in the amount of the parcel tax, and the public would ultimately be paying more for the same level of service they now have. President Herlihy agreed that the public will not accept a tax increase without assurance that the library will enjoy a baseline funding amount from the City. Commissioner Carlson reasoned that the language of the parcel tax must specifically require a certain level of funding for the library in order for the tax to be collected. Mary Louise Strom, a member of Friends of the San Francisco Public Library, noted the maintenance of effort requirement in State Library grants and expressed support for that type of requirement for a parcel tax. President Herlihy added that such a requirement might be a specific dollar amount that the City must provide for library services, or a formula that requires a specific match of City funds for parcel tax funds; other concerns to be addressed, he noted, included providing for a mechanism to adjust for inflation.

Julia Moll, deputy city attorney, agreed to report back to the Commission on the work that the City Attorney's office has done in wording the parcel tax proposal. Ms. Moll reminded the Commission that special assessment districts can be created by a majority vote of the Board of Supervisors, and pointed out that the bill introduced by Senator Roberti to include public libraries into the special assessment legislation would not affect the parcel tax. Commissioner Gee expressed concern that the public might be confused by the two issues, and announced that May 4, 1993, was legislative day for people across the state to lobby their representatives in favor of SB 566.

VIII. Planning and Policy Committee Report

Commissioner Kopp provided an update on the library's

collection development policy and invited response from the public and Commission, noting that the committee continues work on the document. In response to a concern from Commissioner Kopp regarding the definition of "appropriate levels" of access to collections, Kathy Page described ongoing staff efforts to define the levels of service.

In response to a question from Commissioner Gee, Ms. Page acknowledged that the Freedom of Information Act is one of the library's primary guides in its work to determine levels of appropriate service.

Commissioner Kopp announced that he had sent a letter to the Planning Department requesting long-term planning assistance for the library, and he promised to report as soon as a reply is received.

IX. Librarians' Guild

No report

X. Public Comment

None

There being no additional business, the May 4, 1993, regular meeting of the San Francisco Public Library Commission was adjourned at 6:00 PM in memory of the two slain Sacramento Public Library staff members.

The next regular meeting of the Library Commission is scheduled for 4:30 PM, Tuesday, June 1, 1993, in the Lurie Room, Main Library.

Donna Marion

Donna Marion
Assistant to the Library Commission

City and County of San Francisco
Public Library Commission

DOCUMENTS DEPT.
JUL 09 1993
SAN FRANCISCO
PUBLIC LIBRARY

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

DALE A. CARLSON
STEVEN A. COULTER
SHEPARD S. KOPP
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

LIBRARY COMMISSION MINUTES
JUNE 1, 1993

The regular monthly meeting of the San Francisco Public Library Commission was held Tuesday, June 1, 1993, in the Lurie Room, Main Library.

I. **Call to Order**

The meeting was called to order at 4:30 PM by Commission President James Herlihy.

II. **Roll Call**

On roll call, the following Commissioners were noted present: Carlson, Gee, Herlihy, Kopp and Rosenberg; Commissioner Swig was anticipated, and Commissioner Coulter was excused.

III. **Approval of Minutes**

Commissioner Gee requested that the minutes of the regular meeting of May 4, 1993, be amended on page 6, first paragraph, last sentence to read: Commissioner Gee added that Conservation Corps workers are also a possibility and are stationed at the Presidio as well.

On page 8, second paragraph, spelling correction to read: Mary Louise Stong. President Herlihy requested the minutes be amended on page 2, item 5, President's Report, fourth line from the bottom, to delete [[but a recent meeting with the Chief Administrative Officer]] replaced to read: he had concluded that funds for structural improvement of those two branches would be available from previously approved bonds. Commissioner Gee then made the motion to approve the minutes of the May 4, 1993, meeting as amended which was unanimously adopted.

Commissioner Swig arrived at 4:35 P.M.

IV. Consent Calendar

At the request of Jason Gibbs, Librarians' Guild, Resolutions #1637 and #1638 were removed from the consent calendar.

Commissioner Gee made the motion to approve the remaining item on the consent calendar, Resolution #1639, which the Commission unanimously voted to adopt.

V. President's Report

A. President Herlihy deferred discussion of the clarification between special assessment tax and parcel tax, as well as the impact of Senate Bill 566 (Roberti), until Julia Moll, deputy city attorney, arrived.

B. President Herlihy stated that Mayor Frank Jordan has proposed in his budget that there be a parcel tax to partially finance the library system and that the tax ordinance appear on the November ballot, adding that the mayor has the authority to place on the ballot an initiative but must do so prior to August 4, 1993. President Herlihy clarified that the parcel tax and all its terms had not been finalized, nor was the process for formulating those terms and conditions finalized.

Kenneth Dowlin, city librarian, gave a city budget update indicating that the city will layoff approximately 1,500 employees.

Mr. Dowlin stated that the mayor is proposing about $57 million in new revenues through:

1) Increasing the Muni fares from $1.00 to $1.25

2) Lowering the threshold for small business taxes

3) Passing a parcel tax to benefit the public library

4) Eliminating positions from the city budget

Mr. Dowlin reiterated the mayor's budget proposal, explaining that the mayor plans to fund the library at its current level through November 1993, at which point the parcel tax, if passed, would provide revenues. If passage does not occur, the library would have to reduce staff by 95 employees.

The mayor's budget, Mr. Dowlin reported, includes library salary savings of almost $1.6-million which

will be required to be made up in the last six months of the fiscal year. He indicated that the mayor will hold the library's budget intact until after the election; if the parcel tax fails, layoff notices must be mailed out to about 95 library employees and would be effective by January 1, 1994.

In response to an inquiry from Commissioner Gee whether the parcel tax would go into effect immediately if the 2/3 majority vote was received, Mr. Dowlin explained that there would be a supplemental mailing of tax bills due to go out prior to January 1st, to be collected with the second payment of taxes due in April. Mr. Dowlin explained that there is a cost associated with processing the parcel tax, but that within the next 30 days a plan will be formalized indicating what services the library will be able to provide if the tax is approved. The city librarian anticipated that by the next Commission meeting he would be able to provide an initial version of the plan.

In response to a question from Commissioner Rosenberg, Mr. Dowlin indicated that the controller has certified a budget projected by the mayor for the library for the entire year, and that this amount reflects a reduction of $1.6 million from the current year's level.

President Herlihy emphasized that the mayor's budget provides for a $1.6 million cut in the library's budget, but that this reduction will not become effective until the second half of the fiscal year. Therefore, between July 1, 1993, and January 1, 1994, the library will continue to function at current levels. If the parcel tax passes, those tax revenues will be available for six months of the 93-94 fiscal year and will equal approximately $4-million.

Commissioner Carlson summarized the situation by stating that the library budget will be reduced by $1.6-million in January 1994; if the parcel tax passes, the $1.6-million reduction will be offset by the gain of $4-million, in which case the library will receive a net increase of $2.4-million, although the library will be responsible for the cost of the supplemental mailing of tax bills.

In response to a question from Commissioner Gee, the city librarian stated that there will be no layoffs of library staff if the parcel tax measure is approved.

Mr. Dowlin described how the budget process would work if the parcel tax passed by stating the controller

would certify an amount of revenue anticipated to be collected of approximately $4 million dollars, and the mayor's office would present a supplemental request to revise the library's budget to reflect the new revenue.

Julia Moll, deputy city attorney, deferred to Mr.Dowlin to give a summary update on Senate Bill 566 (Roberti). Mr. Dowlin stated that SB 566 did go through the Senate hearing process and was referred to the floor with an amendment that would require that any assessments under SB 566 require a pass-through provision for tenants. Once the amendment language is drafted, the Senate will schedule a hearing. Mr. Dowlin stated that the city attorney's office has indicated that SB 566 is not central to San Francisco, and that the charter provides the city with the authority to levy its own benefit assessment if it so wishes.

At the request of Commissioner Rosenberg, Mr. Dowlin provided background on SB 566, stating that the bill was introduced by Senator Roberti primarily at the request of county and library districts. SB 566 incorporates language that would identify library service or capital cost as providing benefits to property owners and thus allow benefit assessment to be approved by a county's board of supervisors through a simple majority vote.

President Herlihy stated that the vehicle the mayor and the Commission intend to use is a parcel tax which requires a 2/3 majority under the terms of Proposition 13 and will provide a very clear choice for San Francisco voters.

Lisa Kaborycha, chair of the Bernal Heights Save the Library Committee, described community ambivalence regarding the dollar amount that would be assessed for homeowners and a desire to know for certain how the money would be allocated between the main, branches, or other city agencies. She stated that her committee did not oppose the parcel tax but needed more information before making a decision, and she expressed concern regarding the possible failure of the parcel tax at the polls.

President Herlihy indicated that the Library Commission's intent is to open the branches for longer hours, evenings and Saturdays with the tax assessment funds, and that the public hearing was called to gain community input into developing the specific objectives and uses for the parcel-tax money. He stated that once public testimony was concluded, the Commission

would discuss what the objectives were, based on what was communicated by the public, and recalled that at the planning session in January, one of the objectives determined for the library was the establishment of an independent revenue source which would not be 100% dependent on the general fund.

Commissioner Kopp requested an overview of alternative ways the parcel tax could be assessed, stating that the initiative should be written to prevent the mayor or board of supervisors from reducing any of the library's current general-fund budget. In response, President Herlihy stated that the mayor's budget envisions the library's funding coming from two sources: the general fund and the tax initiative, instead of solely from the general fund. The parcel tax, he explained, is expected to raise about $8-million a year of a total library budget of $27-million. President Herlihy stated the ordinance should require that for every parcel-tax dollar which is raised, the city must allocate a specific matching amount. If the match is not made by the general fund, the parcel tax would not be collected for that year; thus an incentive would be provided to ensure that the library's share of general-fund support would be maintained.

Commissioner Rosenberg recalled that the main library also functions as a branch for a significant number of San Franciscans.

David Spero, a San Francisco tenant, expressed his opposition to automatic pass-through provisions to tenants being included in the proposed parcel tax, and encouraged the Commission to resist political pressure from property owners.

In response to a question from Commissioner Carlson, Julia Friedlander, legal assistant in the city attorney's office, described the pass-through provisions in the parcel tax that benefits the school district; pass throughs, she stated, are not automatic and must be sought individually from the Rent Board. Ms. Friedlander added that for the library parcel tax to include an automatic pass through would require amendment of the city's rent ordinance.

In response to a question from Potrero Hill resident Judy Baston, President Herlihy defined parcels.

Commissioner Swig departed at 5:25 PM.

Commissioner Kopp suggested that commercial buildings

should pay a higher parcel tax than residential buildings; Commissioner Carlson indicated that zoning could be used to determine intensity of use.

Julia Moll pointed out that various methods could be used to tier the parcel tax, provided that the tax was not based on the value of the property; she cautioned that some taxes are more expensive to administer and collect than others.

In response to concerns expressed by Ms. Baston, Ms. Friedlander explained that additional dollars would not be gained by including an automatic pass-through provision to renters; pass throughs, she stated, enable the landlord to charge the tax to the tenant in the form of an increase in the rent, but the landlord remains ultimately liable for the tax payment; consequently, the amount of revenue collected is not altered regardless of whether an automatic pass-through provision is included.

Landis Whistler, chair of the Stonestown Tenants Association, recalled that at the mayor's public budget meetings people consistently pressed for additional services at the branch libraries. Mr. Whistler advocated that the Commission provide additional funds for services in the southeast section of the city, adding that the maximum burden to renters should be held below $20.

President Herlihy stated that, if legally allowable, he hoped to specify in the ballot measure how the parcel-tax money would be expended.

Marti Yoshuba, a Bernal branch patron, opposed automatic pass throughs, noting that the issue would be divisive and would weaken the chances of the parcel tax being passed, and she expressed the need for branch services being intergenerational and multicultural in order to truly serve San Francisco's diverse communities.

John Barbie, secretary of the San Francisco Council of Neighborhoods, complained about the erosion of library services, noting that the parcel tax would not provide new services but would restore previously existing services that had been cut.

Carol Steinham, a director of Friends of the Library, underscored the need for a general-fund escalator in the parcel tax so that the cost of salary and benefits increases for library employees would be met from

general-fund money instead of parcel-tax funds; otherwise, she warned, the tax money to purchase books and provide open hours would be eroded. Both Commissioner Carlson and President Herlihy expressed agreement, adding that even the additional employee positions created with parcel-tax money should have any additional costs, such as salary increases, met from general-fund money.

Ed Regan, a Sunset resident, expressed opposition to the parcel tax and suggested that the state set up a fund to support libraries.

Bill Hale, a member of the public, stated his support for the main library, terming it the heart of the system, and urged that parcel-tax money be used to remedy cuts to programs in the main.

Public comment on the proposed parcel tax concluded at 6:20 PM.

Commissioner Kopp indicated a desire to see alternative proposals to a flat parcel-tax rate of $48/year for homeowners and $23/year for tenants. President Herlihy announced that the Friends of the Library would be providing funds for hiring a financial analyst to provide fiscal projections and assist in planning for the ballot initiative. Commissioner Gee pointed out that she shared Commissioner Kopp's concerns, adding that the language for the ballot measure, as well as the formula for the tax, should be written concisely and be readily understandable by the public.

Commissioner Carlson questioned the need for an automatic pass through to tenants of the parcel-tax costs and suggested meeting with tenant organizations to discuss the issue. President Herlihy concurred that meeting with tenants groups would be helpful and requested that the city librarian and community relations librarian set up meetings.

Commissioner Carlson encouraged consideration of a sliding scale of tax fees based on usage, noting that business researchers utilize a substantial quantity of library resources. He expressed his belief that a specific percentage of parcel-tax revenues must be committed to branch libraries and reiterated the importance of future cost escalations being charged to the general fund. Commissioner Carlson decried city departments having to budget through ballot initiative and questioned what the ultimate outcome would be for departments such as Health or Social Services.

At the request of Commissioner Carlson, the city attorney's office agreed to provide examples of the documents landlords must submit in order to pass through current parcel-tax charges to tenants, and to provide the forms that senior citizens must file for the parcel-tax exemption.

Commissioner Rosenberg discussed the inequities inherent in Proposition 13.

VI. City Librarian's Report

A. Jane Winslow, executive director of Friends of the Library, announced that the Friends have retained Marilyn Smolyen and pollster David Binder to work on parcel-tax issues; she anticipated that a third individual would be hired soon to work on the financial aspects of the ballot initiative. President Herlihy extended thanks to the Friends of the Library for providing the resources to hire professional consultants to assist in preparing for the ballot measure.

B. Martin Paley, executive director of the Library Foundation of San Francisco, reported that $23-million in donations and commitments have been raised for the new main library.

VII. Finance Committee Report

A. Commissioner Carlson described Resolution #1637, which would allow payment of library fees by credit card, and was removed from the consent calendar.

Commissioner Kopp departed at 6:45 PM.

Jason Gibbs, representing the Librarians' Guild, sought assurance that individuals using credit cards would not become eligible for services that were unavailable to the general public. The city librarian indicated that the library has not begun negotiations with any credit card company to actually begin accepting credit cards but noted that accepting credit cards would permit people to pay fines over the phone. It was noted, however, that Resolution #1637 specifically requires payments with credit cards to be made in person.

On a motion from Commissioner Rosenberg, the Commission voted unanimously to approve Resolution #1637.

Subsequent discussion regarding the purpose of requiring payment in person was inconclusive and, on a motion from Commissioner Gee, the Commission voted unanimously to rescind approval of Resolution #1637 and return it to the Finance Committee for clarification.

B. Commissioner Carlson described Resolution #1638 which would authorize the library to keep money generated from fines instead of returning it to the city's general fund, and would put in place a structure to charge for special electronic services that the library may offer in the future.

The assistant to the Commission pointed out a clerical error on item 5.B on the agenda for the meeting.

A member of the public inquired about the cost of replacement of lost library cards. The city librarian responded that original cards are free, but a charge is made for lost cards to defray the expense of replacement and to provide a disincentive for losing cards.

Mr. Gibbs expressed two concerns regarding Resolution #1638. The first was that the Special Collection fund was originally intended to purchase rare books with money made from the sale of duplicate holdings in Special Collections; however, Resolution #1638 would permit Special Collection funds to be spent to purchase, lease and maintain equipment and information resources.

The second concern, Mr. Gibbs explained, was that the library's mission statement called for "free and equal" library services, and charging money for the provision of information services would be inconsistent with the library's mission.

Richard Walsh, library business manager, informed the Commission that the Special Collections fund contained approximately $9,000 and suggested subsidiary accounting ledgers as a means to address Mr. Gibbs' first concern, so that money earned from the sale of duplicate library holdings would be reserved for the purchase of items for Special Collections. Commissioner Carlson suggested an amendment to Resolution #1638 that would require separate accounting procedures and reports for Special Collections money.

Edward Benner, an investigative reporter, commented that he supports charges for reasonable costs that would permit the library to more fully assume its role as a depository of public information.

Commissioner Kopp requested language in the resolution that would more clearly codify accounting safeguards and maintenance of separate ledgers. Commissioner Rosenberg made the motion to accept Resolution #1638; however, at the request of the chair of the Finance Committee and Commissioner Gee, President Herlihy referred the issue back to Finance for reconsideration and clarification.

Commissioner Rosenberg departed at 7:20 PM.

C. George McBride, automation coordinator, reported that channel 54 is now a governmental station; at the request of the mayor's office, the library will begin a story bedtime for children.

Mr. McBride noted that the library continues to refine the online public access catalog.

VIII. Planning Committee Report

On a motion from Commissioner Kopp, the Commission unanimously approved the Collection Development Policy recommended by the Planning Committee.

IX. Building and Facilities Committee

No report

X. Librarians' Guild

No report

XI. Public Comment

None

There being no additional business, the June 1, 1993, regular meeting of the San Francisco Public Library Commission was adjourned at 7:27 PM.

Donna Marion

Donna Marion
Assistant to the Library Commission

FILE NO._____ RESOLUTION# 1639

(Grant - California State Library/LSCA)

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR $82,000 IN GRANT FUNDS FROM THE CALIFORNIA STATE LIBRARY LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) TO ESTABLISH A SAN FRANCISCO AFRICAN AMERICAN HISTORY NETWORK IN COLLABORATION WITH THE SAN FRANCISCO AFRICAN AMERICAN HISTORICAL AND CULTURAL SOCIETY RESEARCH LIBRARY & ARCHIVES (SFAAHCSRL&A) FOR THE FISCAL YEAR 1993/94. INDIRECT COSTS ARE INCLUDED IN THIS BUDGET.

WHEREAS, the San Francisco Public Library has been encouraged to apply for $82,000 in grant funds from the California State Library Library Services and Construction Act (LSCA) Funds, Title III, 93/94 FY, to establish a San Francisco African American History Network in collaboration with SFAAHCSRL&A;

WHEREAS, the purpose of this grant is to provide online access to the holdings of both San Francisco Public Library and the African American Historical and Cultural Society Research Library & Archives by adding the holdings of the Research Library to the San Francisco Public Library online catalog that provides public access to all of its service locations;

WHEREAS, this Network will also provide public access to San Francico Public Library's holdings at the Research Library & Archives, and responds to the Library's long range automation plans to enhance the Library's collections by providing online linkage to the holdings of other libraries; therefore be it

RESOLVED, that the San Francisco Public Library will apply for funds from the California State Library LSCA, Title III, grant monies not to exceed $82,000 for establishing the San Francisco African American History Network; and be it

FURTHER RESOLVED, that the San Francisco Public Library includes in this grant application indirect costs that total 5% of the sum requested; and be it

FURTHER RESOLVED, that this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds.

COLLECTION DEVELOPMENT POLICY

Mission Statement

The San Francisco Public Library System is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community.

POLICY

The San Francisco Public Library System seeks to accomplish its mission through the effective management and development of its resources and services, and by providing access to a broad range of materials and services to meet the needs of the community it serves. In this effort, the Library establishes cooperative relationships with other libraries and educational, cultural, community and governmental agencies and institutions.

SERVICE GOALS:
The Library's collections are managed and developed to complement and support the following Service Goals:

*Make all Library resources and services available to all users on a free, equitable basis that is responsive to San Franciscans' changing needs.

*Provide all users a sustained level of high quality information service.

*Provide services, programs and materials at all Library service locations that motivate San Francisco's children, from birth through age 12, and young adults, ages 13 - 18, to become lifelong readers and library users, supporting the transition from childhood to adulthood and giving parents and caregivers the information resources they need to develop the full potential of children in their care.

*Provide services, materials and programs that support the needs of independent learners.

*Provide services, materials and programs that will attract and serve the needs of new and previously underserved users, including San Francisco's many ethnic groups **(and speakers of other languages)**, as well as the physically challenged.

*Provide services, materials and programs that support informed governance of San Francisco as well as promote individual San Franciscans active participation in government.

*Provide services, materials and programs that promote the joy of reading and enhance the cultural, literary and aesthetic lives of San Franciscans.

*Provide services, materials and programs that encourage an improved standard of living for all San Franciscans.

*Promote high library visibility and library-community partnerships by creating and maintaining links with the community, media, schools and community organizations.

ACCESS STATEMENT:

(All of the Library's collections will be accessible in accordance with the Freedom of Information Act. Collections are accessed through the Library's Online Catalog at levels designed to achieve each of the Library's Service Goals.) Shelf location information will identify materials for circulation and/or in-library use.

PRESERVATION:

The Library considers preservation of materials, both active repair and preventive measures, as an integral part of collection development and management. It is the Library's policy to support appropriate preservation activities as an ongoing, system-wide component of the collection development process.

COMMUNITY INVOLVEMENT:

The San Francisco Public Library System acknowledges the important role of the community in collection development by inviting suggestions, consulting (and collaborating with) citizens in areas of special expertise. (Deleted: Serious consideration is given to all suggestions and ideas.)

EVALUATION:

The Library's collections are evaluated on an ongoing basis. Evaluation is characterized by flexibility and open-mindedness, and is responsive to the changing needs of the community.

OVERALL PRINCIPLES:

The San Francisco Public Library System is committed to the principles embodied in the **Library Bill of Rights of the American Library Association.** The Library does not promote any particular belief or view but offers collections of considerable scope and variety, which allow individuals to examine different sides of issues and make their own decisions.

The Library's collections contain materials for patrons of all ages. The use of materials in a particular collection is not limited by the age of the patron. The ultimate responsibility for the use of materials by children rests with their parents or legal guardian.

RESPONSIBILITY:

Final responsibility and authority for collection development rests with the City Librarian, who operates within the framework of the policies adopted by the San Francisco Public Library Commission.

Chief of the Main
3/24/93

Note: All statements in parentheses are revisions based on Planning Committee and public recommendation. Chief of Main, 5/19/93.

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

DALE A. CARLSON
STEVEN A. COULTER
SHEPARD S. KOPP
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

LIBRARY COMMISSION MINUTES
JUNE 17, 1993

A special meeting of the San Francisco Public Library Commission was held Thursday, June 17, 1993, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:03 PM by President Herlihy.

II. Roll Call

On roll call, the following Commissioners were noted present: President Herlihy; Commissioners Carlson, Gee and Rosenberg. Commissioner Swig arrived at 4:15 PM. Commissioners Coulter and Kopp were excused.

III. President's Report

President Herlihy explained that a special meeting was called to continue public dialogue relative to the library's parcel tax, to foster discussion on the Commission level and to insure the terms of the parcel tax reflect the input and will of the community. President Herlihy invited the Commission and the public to review a working document entitled "A Summary of Issues Related to Proposed Parcel Tax," that addressed critical issues that were identified at the June 1, 1993, Commission meeting.

At the request of Commissioner Gee a briefing of the working document was given by President Herlihy. He explained that the library parcel tax will be modeled after the school district parcel tax under a three tiered system.

A. A flat rate for Single Family Residential parcels (not to exceed $46 per year).
B. A flat rate for Apartment Units (not to exceed $23 per year).
C. A variable rate for Commercial parcels, based upon the square footage (small, medium, and large) of the improvements on the parcel (amount being determined).

IV. **Public Comment**

Joe Lacey, community liaison, expressed his opposition to an automatic tenant pass-through provision.

Commissioner Gee requested clarification from various presenters regarding their distinction between residential tenants and commercial tenants.

Kim Kragel, Director of the Old St. Mary's Housing Committee,stated that the existing laws that allow landlords to pass through operating and maintenance expenses of 7% by appealing to the Administrative Rent Board are sufficient. Ms. Kragel indicated that the objection would be to an additional tenant pass through provision not subject to a hearing.

Bill Hale, San Francisco resident, suggested that vacant land be taxed and that "Commercial parcel" on the summary document be reworded to read "all other parcels." Mr. Heal expressed opposition to the tenant pass through and concern regarding Senior Exemption, stating that seniors were the largest growing population.

President Herlihy commented that the Senior Exemption for those over 65 years old was not automatic.

Mr. Hale expressed that the Main was the core of the system and, along with the regional branches, must be funded to be competent.

David Rubens, member of the Executive Board of the Tenants Association of Golden Gate Center, objected to the pass through.

In response to a question from Mr. Ruben, President Herlihy described the concept of the tenant pass through as an issue of equity and questioned tenants voting for a tax that has no financial impact on them.

Commissioner Swig encouraged presenters to suggest solutions for library funding.

Ann Golden, resident of Bernal Heights, reiterated President Herlihy's statements that tenants who could afford to pay the parcel tax should. Ms. Golden stressed support of the branches and suggested that the

eniors' exemptions require a "means test," and that here be a shorter sunset or no sunset. In response to question from Commissioner Gee, Ms. Golden expressed upport for the Pacific Bell formula (Life Line Rate) or senior exemptions.

llen Egbert, San Francisco resident, commented on the rosion of government services, stating the government s responsible to support the library through the eneral Fund. She expressed support for a short term ibrary bail-out through the parcel tax provided that he government reevaluate its obligation and that Prop 3 be overturned. Ms. Egbert recommended a 10 year aximum sunset, no automatic senior exemptions nor any enant exemptions and requested that the ordinance have xplicit terms language.

harles Hickey, Chairman of Inter-city Tenant's lliance, opposed the automatic pass through, noting hat he represented senior citizens and disabled eterans who felt that it was unaffordable.

n response to two questions from San Francisco esident Landis Whistler, President Herlihy stated that he current budget of the library for FY 92/1993 is $21 illion, and that it would be inappropriate to make a listinction between memberships in other associations o determine membership in the Neighborhood Council.

amie Sanbonmatsu, San Francisco resident, expressed is fear that the parcel tax would set a precedent for ther city departments and requested that the tenant ass through be eliminated.

andy Shaw, Director of Tenderloin Housing, suggested hat the library proceed in the same fashion as the romotion for Prop A, terminate the tenant pass through ffort and let landlords appeal through the existing dministrative hearing process.

ob Coleman, President of the Golden Gateway Tenants ssociation, expressed his concern that some of Golden ateway tenants receive double hits as owners of real state commercial property and rental property.

Gary Tutin, Issue Committee Chair Old St. Mary's Housing Committee, stated his support for the parcel tax but noted that if a pass through was incorporated in the tax measure there would be a lack of voter support.

Jim Fabris, Executive Director of the San Francisco Association of Realtors, indicated his organization has not taken a position on the proposed parcel tax; however, he noted his organization has adopted the position to oppose the parcel tax measure if a mechanism is not in place to require tenants to pay a portion of the tax.

Vince Malta, President of the San Francisco Association of Realtors and Directors of the Home Owner's Council, expressed home owners' in his organization support a tenant pass through measure.

Commissioner Carlson questioned whether a pass through provision would be in the best interest of the library.

Dan James, President of the Coalition for Better Housing, agreed that there should be a tenant pass through provision. In response to a question from Commissioner Carlson, Mr. James stated that to his knowledge there was no pass through provision in the cultural bond measure that is going on the ballot in November.

Julia Friedlander, Legal Assistant in the City Attorney's Office, stated that to her knowledge there were no pass through provision on any of the bond issue on the ballot in November.

Chan Mony Peak, Bay Area Women's Resource Center, affirmed her support of the Main library stating there are thousands of children that depend on the Main library as their branch.

Nancy Ong, staff member at the Bay Area Women's Resource Center, indicated that the 4,000 children that live in the Tenderloin consider the Main library as their branch.

Jose Rodriguez, Bernal Heights resident, expressed his support for the pass through provision.

ommissioner Rosenberg questioned whether there might e a step- down provision for families with children onsidered in the ballot measure.

eggy Coster, San Francisco resident, expressed her upport of library services and of the parcel tax easure; she noted her only hesitation was that the allot measure sets a precedent. Ms. Coster requested he ballot language be clear and concise.

iguel Wooding, instructor and member of a tenant's nion, supports the parcel tax measure but opposes utomatic tenant pass through.

homas Sigman, San Francisco resident, stated that the allot measure should specify how it will improve the ibrary services.

resident Herlihy reminded members that the Mayor of an Francisco will place the ordinance on the ballot.

urilla Harris, San Francisco resident, suggested that he Library Commission members communicate the ibrary's funding needs to public officials.

resident Herlihy stressed the efforts of the Library ommissioners, indicating that to his knowledge the ibrary was the only City department whose current udget was not cut.

anet Swingle, San Francisco resident, stated that if a ass through provision is approved the exemptions will ail, noting landlords will increase the rents to cover he pass through cost.

ue Coffin, Neighborhood Council member representing he North Beach Library area, suggested that a member f the Neighborhood Council be on the parcel tax task orce committee. In response to questions raised by s. Coffin, President Herlihy stated the library's goal as to increase weekly library hours to approximately 50 per week, from the currently level of 750. President Herlihy stated that the Commission is trying o restore the level of service and amount of hours hat prevailed back in 1985/1986, and added that only he Mayor has the ability under the City charter to increase funding for a specific purpose.

Ms. Blostien, a concerned patron, asked that the Commission invite a Berkeley representative to discuss how they achieved passage for their library tax.

Faye Lacey, Old St. Mary's Housing, suggested that the Commission excluded the wording tenant pass through.

President Herlihy responding to a patron's concern, stated that the parcel tax funds will be set aside only for library use, noting that a provision in the parcel tax ordinance will state that the current minimal level of funding must continue to be provided from the general fund.

Commissioner Gee requested, and President Herlihy concurred, that the ordinance language, when redeveloped from the Summary text, should state with a high degree of specificity that the parcel tax goal is to increase library hours and insure a level of service.

There being no additional business, the June 17, 1993, special meeting of the San Francisco Public Library Commission was adjourned at 6:10 PM.

Donna Marion
Assistant to the Library Commission

7/7/93

San Francisco Public Library

Summary of Issues Related to Proposed Parcel Tax

The purpose of the proposed Library Parcel Tax is to provide approximately $8 million in new funds for the San Francisco Public Library System. This funding would allow the Library system to purchase more books and to reopen branch libraries and the Main library more hours. The following points summarize the key issues being considered:

- **Guarantee of General Fund contribution to Library, with escalator**

The intent is to have the parcel tax be additional funds, beyond the current General Fund contribution. It is being proposed that language be added to disallow collection of the tax if the City's General Fund contribution goes below the current budgeted amount, with an adjustment for the Consumer Price Index, and required salary increases.

- **The tax rate**

A three tiered system is under consideration which includes:

A. A flat rate for Single Family Residential parcels (not to exceed $46 per year).
B. A flat rate for Apartment Units (not to exceed $23 per year).
C. A variable rate for Commercial parcels, based upon the square footage (small, medium, and large) of the improvements on the parcel (amount being determined).

- **Tenant Pass through**

A provision is being considered that would amend the Rent Ordinance to allow residential landlords to pass through to tenants one-half of their tax liability for apartment units without an individual administrative hearing. If landlords want to pass through the other half, they would follow the regular procedures set up by the rent ordinance and apply to the Rent Board for approval.

- **Potential exemptions**

Aside from the exemptions required by law (certain publicly owned parcels, etc.) the only exemption currently being considered is a Senior Exemption. To qualify, a senior would have to apply on a yearly basis, as is currently done for the school parcel tax.

- **Use of new revenue**

It is proposed that the ordinance include the intended use of the parcel tax, in general terms (for example, to provide additional evening, weekend, and daytime hours at the branch libraries and the Main, and to purchase additional books).

- **Sunset provision**

The proposed duration of the tax is for 20 years.

MHS LIBRARY\PTSUM 6/16/93

DOCUMENTS DEPT.
JUL 30 1993
SAN FRANCISCO
PUBLIC LIBRARY

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

DALE A. CARLSON
STEVEN A. COULTER
MARK A. ORSI
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

LIBRARY COMMISSION MINUTES
JULY 13, 1993

The regular meeting of the San Francisco Public Library Commission was held Tuesday, July 13, 1993, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:45 PM by President Herlihy.

II. Roll Call

On roll call, the following Commissioners were noted present: President Herlihy; Commissioners Carlson, Coulter, Gee, Orsi and Rosenberg. Commissioner Swig was excused.

III. Approval of Minutes

Commissioner Gee requested that the minutes of the regular meeting of June 1, 1993, be amended on page one to read: Fort Mason rather than Presidio. Mr. Bill Hale, San Francisco resident, requested that his statements in the special meeting of June 17, 1993, be amended to reflect his concern regarding the Senior Exemption and that he does not oppose the automatic tenant pass through.

It was moved by Commissioner Gee and unanimously approved that the minutes of the June 1, 1993, and June 17, 1993, meetings be approved as modified.

IV. Consent Calendar

At the request of Commissioner Gee, Kenneth Dowlin, City Librarian, defined a Consent Calendar as a method to deal with routine matters that do not require extensive discussion.

Commissioner Carlson then made the motion to approve item A of the Consent Calendar which was unanimously adopted. Items B and C were removed pending discussion. Mr. Dowlin advised that item C, resolution #1642, had been consolidated into resolution #1641.

V. President's Report

President Herlihy reported the death of Peter Winslow, only son of Jane Winslow, Executive Director Of Friends of the San Francisco Public Library, and noted that the Library Commission meeting of July 13, 1993, would be held and adjourned in memory of Peter Winslow. President Herlihy expressed the condolences of the Commission members.

President Herlihy introduced and welcomed new Library Commissioner Mark Anthony Orsi, sworn in July 13, 1993, at 11:30 AM.

President Herlihy called for discussion of the parcel tax and welcomed public comment.

VI. Public Comment

Landis Whistler, San Francisco resident, suggested that the Commission's 5 year plan represents the common goals observed by the Commission, and stated that his expectation was adequate library hours.

Jim Forbes, author of Cafe San Francisco, opposed the parcel tax and preferred a volunteer program. Mr. Forbes remarked that fairness requires that those that vote to be taxed should be taxed and those that are not going to be taxed should not be allowed to vote.

Tom Garber, San Francisco property owner, alleged that 2/3 of San Francisco renters do not pay for property tax yet enjoy the benefits of city services. Mr. Garber asserted that city services should be a pay-as-you-go process.

Jamie Sanbonmatsu, San Francisco resident, stated that the pass through moved the tax burden from those who could most afford it to those who could it afford least. Mr. Sanbonmatusu asked that the Commissioners protect the library and oppose the tenant pass through.

Bill Hale, San Francisco resident, agreed with Mr. Whistler that the library needed common goals and asked for specificity in those goals to bring the community together.

Gerda Kindrel, member of the San Francisco Hotel Association, objected to the parcel tax stating that without the pass-through provision the parcel tax would be defeated. Ms. Kindrel asked that the Commission find another revenue source.

Miriann Bloustein, Noe Valley resident, requested that if the parcel tax is successful that the branches south of Market Street receive the majority of the additional revenue.

Randy Shaw, Director of the Tenderloin Housing, remarked that a fight between landlords and tenants is taking precedence over library-funding needs and he suggested that the library look out for its self-interest and eliminate the tenant pass through.

Ellen Egbert, resident of Bernal Heights, expressed frustration regarding knowing what the exact dollar amount of the parcel tax was. Ms. Egbert questioned if outside funding (grants, Prop J, etc.) would still be received if the parcel tax was successful and if branch libraries would be reduced to children services only.

President Herlihy clarified that the Commission had not taken any action on what would happen if the parcel tax did not pass but, stated in the September Commission meeting testimony and discussion would take place.

Lisa Kaborycha, Chair of the Bernal Heights Save the Library Committee, expressed thanks to President Herlihy and Mr. Dowlin for the attention given to the communities during the parcel tax discussion.
Ms. Kaborycha stated her community wants something for their money and indicated that the library must provide an increase in services once the parcel tax funding is received.

Commissioner Rosenberg suggested a 5 year sunset.
President Herlihy replied that consensus of the working group was to recommend a 10 year sunset to the Mayor, and emphasized that any recommendation to the Mayor was advisory and non- binding.

Brook Turner, Executive Director of the Coalition for Better Housing, stated that his organization's support hinged on the approval of the pass-through provision. Mr. Turner requested that the Commission do what was legally right and fair and not what was politically expedient.

Louis Williams, San Francisco resident, stated that San Francisco needs libraries.

Gerda C. Fiske, concerned library patron, stated she yielded in agreement to remarks made by Randy Shaw and Jamie Sanbanmatsu.

Charles Morrison, San Francisco resident, indicated he would like to see the measure passed to assist the library but suggested obtaining the revenues through a different method.

Janan New, Executive Director of the San Francisco Apartment Association, indicated that if there is to be a parcel tax that there should be a pass-through provision. Ms. New stated the pass through is a matter of equity.

Brian Russell, a tenderloin hotel resident, expressed that he was on a limited fixed income and offered to volunteer to assist the library but indicated he would work to defeat the parcel tax.

Jim Hurly, residential building owner, recommended applying a sales tax as a source of funding to assist the library.

Toni Stadler, a concerned citizen, indicated that fairness is based on who has the ability to pay. Mr. Stadler stated if the parcel tax has a pass-through provision it will fail, since 70% of San Francisco residents are tenants.

Bob Coleman, President of the Golden Gateway Tenants Association, expressed that some of Golden Gateway tenants oppose the parcel tax as well as the pass through and feel that the general fund should support the library. Mr. Coleman stated that politically the tax measure is a loser and will cost the library the good will of the public.

Tim Carcus, San Francisco resident, stated that taxation without representation is not fair and to pay the renters' tax is not fair.

Janet Swingle, San Francisco resident, addressed the issue of fairness by stating that San Franciscans often vote on measures that affect everyone, such at the recent school tax, farmer's market, death with dignity measure, etc. Ms. Swingle stated that renters would pay for the parcel tax via their rent while owners could deduct costs from their taxes.

Public testimony concluded at 5:55 PM.

IIV. RESOLUTION #1641

In response to Commissioner Gee, President Herlihy stated that resolution #1641 was drafted by Mr. Dowlin and him and was developed as a result of the working group, which is purely advisory in nature. President Herlihy stated that Resolution #1641 urges the Mayor to place on the ballot a parcel tax. President Herlihy remarked that the Commission was meeting to develop an additional independent revenue stream for the library system that was not subject to the annual budget wars, in addition to which one of the recommended terms in the ordinance would provide for a guaranteed floor of revenue coming out of the general fund. President Herlihy reminded Commissioners that in January of 1993, the Commission met in their study group, and voted as one of their goals to look for independent revenue streams and the Mayor has volunteered to put the measure on the ballot. President Herlihy indicated that is why the Commission is considering Resolution #1641.

Commissioner Gee expressed her understanding of the Commission's objectives, but also expressed concern about receiving Resolution #1641 at the "eleventh hour," and not having sufficient time to review the information.

Commissioner Coulter expressed concern that the resolution did not have as much specificity and lacked clarity for what will be provided to the branch libraries. Commissioner Coulter suggested that the resolution include parameters so voters would know what they are getting.

President Herlihy addressed the specificity of the

resolution or lack thereof by stating that a recommendation should be made by the Commission to the Mayor addressing specific branch hours as a policy issue. President Herlihy stated that Resolution #1641 was a general statement of principle and that the working group sensed it was more appropriate for the Commission to retain their discretion to apportion the specific branch hours and not tie the hand of the Commission by being too specific in the ordinance. President Herlihy suggested that the September Library Commission meeting the specifics of the ordinance be an item for discussion.

Commissioner Coulter respectfully disagreed and maintained that specificity in the ordinance with reference to branch hours and the books and materials budget would be informative to the voters.

Commissioner Rosenberg asked staff to prepare a description of what the public can expect from each library branch in hours, days, etc., and that those specifics be written in the resolution to the Mayor. Commissioner Rosenberg stated she would only vote for a resolution with specifics.

Commissioner Carlson expressed his frustration in dealing with the parcel tax measure. Commissioner Carlson said that Resolution #1641 in its present form did not provide enough substance and that he could not support it. He remarked that the Commission should send to the electorate in November a parcel tax that provided sufficient revenues that would raise the level of hours, services and resources to the public. Commissioner Carlson stated that he would refuse to endorse the tax measure if it carried a pass-through provision.

President Herlihy stated that there was nothing precluding the Commission from redrafting Resolution #1641 or from passing Resolution #1641 and following up with a more specific resolution in the future.

In response to Commissioner Gee's request to be thoughtful of public testimony and revise Resolution #1641 to reflect its intent, President Herlihy suggested that the Commission begin modifying the resolution through amendments.

Commissioner Gee expressed that she was not prepared at that moment to amend the resolution, since the document

was just received at the Commission meeting.

Commissioner Coulter stated he would vote on the resolution if the resolution was more specific and suggested amending the language to make clear what was being offered.

Commissioner Gee reiterated Commissioner Coulter's statements and stated she would vote for a resolution more representative of substance once she had the opportunity to digest all the information presented in the resolution.

Commissioner Gee offered regrets that she could not participate any further and excused herself at 6:35 PM.

Marilyn Smulyan explained the working group's thoughts when evaluating what should go into the resolution and what had the potential of gaining a 2/3 vote in November. Ms. Smulyan addressed the specificity issue stating it carries a danger of taking away the Commission's powers for any future adjustments and advised that the Commission should convey to the Mayor in the resolution what they see as important.

Kenneth Dowlin, City Librarian, expressed his concern that the more complicated the resolution, the more potential for not being able to fulfill its requirements.

Commissioner Rosenberg commented on the difficulty of language specifics when unpredictable circumstances could come into play over a 10 years period.

Julia Moll, Deputy City Attorney, discussed the reasons why the language of the resolution should be non-binding. Ms. Moll suggested that the Commission use the resolution to state goals and express advice to the Mayor on how the legislation should be structured.

Commissioner Carlson suggested the parcel tax proposal should not include a pass-through provision.

Commissioner Coulter suggested advising the Mayor to use very clear language that addressed the public's expectations, that included the library's Five-Year Plan's goals and objectives and that included what the Library Commission considered as important.

Commissioner Rosenberg departed at 6:50 PM.

Commissioner Carlson recommended that the Commission's adopted goals and objectives be reflected in the WHEREAS clauses of the resolution and not as recommendations to be included in the ordinance.

The Commissioners discussed various WHEREAS clauses with the intent to redraft and amend sections of Resolution #1641, and Discussion and debated whether to include language that would state the Commission's position on the tenant automatic pass-through provision. Commissioners Carlson and Coulter both stated it was appropriate to address the tenant pass-through provision in the resolution since it was of major concern during public testimony. Commissioner Coulter suggested expressing the Commission's position on the pass-through provision through a WHEREAS clause.

Commissioner Carlson moved to accept Commissioner Coulter's suggestion to amend the resolution to include two sections of the Five Year Plan, the motion to amend passed unanimously.

Commissioner Carlson moved to amend the existing Resolved clause to read:

RESOLVED, That the Mayor place on the November 1993 ballot a parcel tax that would generate sufficient revenue to fund significantly meaningful additions to the San Francisco Public Library hours of services, and books and materials collections.

The motion to amend passed unanimously.

Commissioner Carlson moved that a Further Resolved clause be added to read:

FURTHER RESOLVED, That the parcel tax commits the City and County of San Francisco to maintaining a specified level of general fund support for the San Francisco Public Library, including a commitment that any approved increases in salaries and benefits for the San Francisco Public Library staff shall be covered by the general fund and or any other sources available to the City and County of San Francisco apart from the parcel tax.

The motion to amend passed unanimously.

Commissioner Coulter moved that a Further Resolved clause be added to read:

WHEREAS, The rental pass through issue is highly contentious according to extensive public testimony at three hearings; this issue is seen as a precedent-setting issue which could be the focus of a election campaign. It must be carefully considered.

Of the remaining four Commissioners present, there were 3 Ayes and 1 Nay and the amendment was accepted.

Commissioner Carlson moved that a Further Resolved clause regarding the pass-through provision instead read:

WHEREAS, The parcel tax shall not include a pass-through provision.

There were 2 Ayes and 2 Nays and the amendment not accepted.

Commissioner Carlson departed at 7:25 PM.

No vote was taken on the overall text of Resolution #1641.

President Herlihy adjourned the July 13, 1993, meeting of the San Francisco Public Library Commission at 7:25 PM due to the loss of quorum.

Donna Marion
Assistant to the Library Commission

7/21/93

Resolution #1640

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JUNE, 1993. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JUNE, 1993.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of JUNE, 1993 be approved:

3602 Library Page

Brazelton, Justus
Chiang, Christina
Fetico-Trainin, Samara
Sheekey, Christophe
Siu, Anthony
Siu, Chris
Zeltser, Julia

AND FURTHER, That the following separations from Temporary, Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Gong, Regan
Puma, Dede
Wong, Edes

[RESOLUTION 1641]

AN ATTEMPT TO ADD TO SOURCES OF REVENUE TO SUPPORT THE LEVEL OF LIBRARY SERVICES THAT IS REQUESTED BY THE COMMUNITY, A PARCEL TAX IS REQUESTED.

WHEREAS, The budget for the San Francisco Public Library has been declining as a proportion of the General Fund; and

WHEREAS, It is difficult in these tight fiscal times for the City to provide the level of funding from the general fund to support the level of library services that is requested by the community; and

WHEREAS, It is necessary to locate additional sources of revenue; and

WHEREAS, The Library Commission intends for the revenue from said parcel tax be used to increase library services in the branches to include evening and Saturday hours; to increase the hours of the Main library to seven days and three nights per week; and to increase the budget for the addition of books and other collections to the library; and, be it

RESOLVED, That the Commission of the San Francisco Public Library request that the Mayor place on the November 1993 ballot a parcel tax that would augment City General Funds to the level necessary for the provision of library services to the communities.

City and County of San Francisco
Public Library Commission

DOCUMENTS DEPT.
SEP 7 - 1993
SAN FRANCISCO
PUBLIC LIBRARY

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

DALE A. CARLSON
STEVEN A. COULTER
MARK A. ORSI
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

LIBRARY COMMISSION MINUTES
AUGUST 10, 1993

The regular meeting of the San Francisco Public Library Commission was held Tuesday, August 10, 1993, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 3:37 PM by President Herlihy.

II. Roll Call

On roll call, the following Commissioners were noted present: President Herlihy; Commissioners Carlson, Coulter, Swig and Rosenberg. Commissioners Gee and Orsi were excused.

III. Approval of Minutes

Commissioner Rosenberg requested that the minutes of the regular meeting of July 13, 1993, be amended on page one, section IV, Consent Calendar to read: Define a Consent Calendar as a method to deal with routine matters that do not require ((extensive)) any discussion.

It was moved by Commissioner Coulter and unanimously approved that the minutes of the July 13, 1993, be approved as modified.

Commissioner Coulter then made the motion to approve item A of the Consent Calendar which was unanimously adopted.

IV. President's Report

President Herlihy announced that Commissioner Orsi would chair the Finance Committee and also join the Planning Committee and that Commissioner Coulter would chair the Planning Committee.

V. City Librarian's Report

A. Supplemental Budget Request

At the request of Mr. Kenneth Dowlin, City Librarian, President Herlihy charged the Finance Committee with reviewing the Library supplemental budget request of $4 million dollars at their next committee meeting and to report back at the September Commission meeting.

B. Senate Bill 566 (Roberti)

Mr. Dowlin stated that the city of San Francisco has taken an official position through the city's lobbyist to support Senate Bill 566 (Roberti) which does appear to have the ability for passage around the end of August or early September.

C. Friends of the San Francisco Library Report

Jane Winslow, Director of Friends of the San Francisco Public Library discussed the Friends' new program, Friend for Life, and the Friends'new goals. Ms. Winslow also announced a benefit dinner given by the Acorn Tea & Griddle on Tuesday, August 31, 1993, $36.00 per person to help Friends for Life make books and library resources available to homebound people living with AIDS/HIV. (Attachment)

D. San Francisco Public Library Foundation

Mort Raphael, Controller of the Library Foundation, summarized the history of the New Main Campaign and discussed current activities, strategies, affinity groups and tactics used to raise funds for the New Main Campaign.

Commissioner Roselyne Swig thanked Mr. Raphael for his in-depth report on the Foundation's accomplishments.

Mr. Dowlin stated that in January 1992, the Mayor charged the Civil Service Commission with developing and monitoring the department head evaluation process. Mr. Dowlin requested that the Commission proceed with the annual evaluation for the City Librarian and put in motion two sessions.

Commissioner Coulter stated that during past evaluations one session was held to become familiar with the forms and the appraisal process and another session was to discuss the Commission's criteria for judging success and, having a lead person create the first evaluation draft. Commissioner Coulter also suggested that Mr. Dowlin provide a self-evaluation to the Commission. Commissioner Coulter recalled that Commissioner Virginia Gee had been designated to lead the appraisal process.

VI. **Finance Committee**

No Report

VII. **Planning Committee**

No Report

VIII. **Building and Facilities Committee**

A. Commissioner Rosenberg reported that prior to the Building and Facilities Committee being called to order, Mr. Jim Cheng, Project Manager, had presented information regarding the progress on the New Main stating that the Pioneer Monument had been relocated and was being lowered onto its permanent foundation and that the indicator pile program was completed. During the free exchange Mr. Cheng stated four progress payments had been made to the contractors totaling approximately $5 million and $400,000.00 of change orders had been paid. Mr. Cheng also indicated that the Affirmative Action Coordinator's progress report was included in the San Francisco New Main Progress Report 5, which was available for the public.

Commissioner Rosenberg stated that the Commission might want to schedule a walk-through of the library construction site for members and the public around January, 1994.

Once the committee meeting was called to order, Commissioner Rosenberg announced the celebration for the opening of the temporary Chinatown Branch to be held Wednesday, August 18, 1993. Commissioner Rosenberg stated that the Chinatown Branch will close for renovation the last week of October with a reopen date of January 11, 1994 at the temporary site at 445 Grant Avenue.

The motion made by Commissioner Rosenberg to send a letter of appreciation to Supervisor Hsieh, the Department of Real Estate and the Self-Help, for the Elderly Center for their assistance in facilitating the temporary site of the Chinatown Branch library was unanimously approved.

Commissioner Rosenberg indicated that the Committee was briefed on the Life Centers request for a parking facility near the Eureka Valley Branch.

IX. Librarian's Guild

No Report

X. New Business

No new business

XI. Public Comment

Landis Whistler stated that Senator Quentin Kopp has pushed through an amendment to Senate Bill 566 (Roberti) that would require a tenant pass-through provision and that the amendment would only affect San Francisco County.

Mr. Whistler went on to say that the Library needs new goals for Library open hours that are achievable.

In response to Ms. Harris, a concerned citizen, Roberto Esteves, Assistant Chief of Main, reported that the AIDS/HIV Life Center is a site specific project developed to construct a building for coordinating back-bone services for AIDS service agencies.

Ed Regan, library patron, suggested that there be two public comment sessions during each Commission meeting and that there be a public suggestion box. President Herlihy requested that Commissioner Coulter consider Mr. Regan's comments regarding the suggestion box at the next Planning Committee meeting. Mr. Regan also suggested that the Ocean View Branch be remodeled.

There being no further business to transact, the regular Commission meeting was adjourned August 10, 1993, at 5:43 PM.

Donna Marion

Donna Marion
Assistant to the Library Commission

8/24/93

Resolution #1642

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JULY, 1993. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JULY, 1993.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of JULY, 1993 be approved:

3602 Library Page

Khuu, Tri
Levine, Karen
Pham Gina
Schneider, Claire

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

3602 Library Page

Aaronson, Adam
Bishop, Rachel
Irwin, Jr. James

Goals:* What will guide us toward the achievement of our vision

I. Increase library usage

II. Increase the diversity of the Board

III. Increase Board and staff effectiveness

IV. Attract and use more volunteers

V. Increase the diversity, numbers and use of members

VI. Create joint cooperative programs that enhance awareness of the Friends and its role with the library

VII. Increase funding for the Library

VIII. Promote and enhance the services to the business community

IX. Initiate cooperative educational programs between the Friends and the schools

X. Increase the visibility and outreach in the neighborhoods

XI. Expand our revenue generating programs.

*From Friends of the Library Strategic Plan - 1991-94

FRIENDS FOR LIFE

◊

a new outreach program
of the
Friends of the San Francisco Public Library

The mission of FRIENDS FOR LIFE is to reach out to San Francisco adults who suffer from illness, to make it possible for them to use and enjoy the library and its services.

FRIENDS FOR LIFE is intended to complement BOOK BUDDIES, a similar outreach program currently in place for children.

Programs of FRIENDS FOR LIFE should make it possible for people receiving home, hospice, or hospital care to receive books and library resources and have a way to return them, ask for librarian assistance, and even be read to by volunteers where appropriate. Any program which makes the library more accessible to sick people is appropriate for FFL.

FRIENDS FOR LIFE will directly enhance the lives of those people in San Francisco whose illness inhibits or prevents their use of the library, giving us an opportunity to bring books and ideas to them.
FFL will also broaden and deepen the library's user base, by bringing in new library patrons and solidifying the library's relationship with current users. A broad-based and deeply-committed user base can help to insulate the library from indifference in City government and resultant cuts in funding.

FRIENDS FOR LIFE is intended as a not-for-profit outreach program of the Friends of The San Francisco Public Library, funded solely from donations and staffed entirely by volunteers. Staff support will come from the FOSFPL Volunteer Coordinator and Executive Director.

City and County of San Francisco
Public Library Commission

Frank M. Jordan
Mayor

James P. Herlihy
President

Virginia C. Gee
1st Vice President

Barbara C. Rosenberg
2nd Vice President

Donna Miller Casey
Steven A. Coulter
Mark A. Orsi
Roselyne C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

DOCUMENTS DEPT.
OCT 04 1993
SAN FRANCISCO
PUBLIC LIBRARY

LIBRARY COMMISSION MINUTES
SEPTEMBER 7, 1993

The regular meeting of the San Francisco Public Library Commission was held Tuesday, September 7, 1993, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 3:45 p.m. by President Herlihy.

II. Roll Call

On roll call, the following Library Commissioners were noted present: President Herlihy; Commissioners Casey, Coulter, Gee, Orsi, and Rosenberg. Commissioner Swig was excused.

III. Executive Session

President Herlihy announced that the Commission would meet in Executive Session to discuss a personnel matter, pursuant to Government Code Section 54957, and that no pending litigation would be discussed. President Herlihy requested that the Lurie Room be cleared at 3:47 p.m.

President Herlihy called the Commission meeting back to order at 4:20 p.m. to reconvene regular commission business. The Executive Session was continued to a date and time to be established later in the agenda.

IV. Approval of the Minutes

It was moved by Commissioner Rosenberg and unanimously approved that the minutes of the August 10, 1993, regular meeting be approved as submitted.

V. **Approval of Consent Calendar**

It was moved by Commissioner Rosenberg and unanimously approved that the Consent Calendar, Resolution #1648, temporary exempt and non-civil service appointments and separations for August, 1993, be adopted.

VI. **Approval of Resolutions Referred From the Finance Committee**

Commissioner Orsi requested that Item E, Resolution #1646, be removed from calendar and returned to the Finance Committee.

In response to a question by Commissioner Rosenberg, Mr. Kenneth Dowlin, City Librarian, explained that the Board of Supervisors requires charging a 10% indirect cost that is applied to all grants except when prohibited by the terms of the grant. Mr. Dowlin stated that where indirect cost are prohibited by the grantor, the Board of Supervisors is asked to waive the requirement.
Mr. Dowlin indicated that Item B, Resolution #1643, prohibits indirect costs.

Commissioner Rosenberg stated some grants or gifts may have indirect cost connected to them. She requested that the City Librarian or the Finance Committee provide information on the administrative costs of all grants or gifts.

President Herlihy reiterated Commissioner Rosenberg's request and asked for a detailed breakdown of the cost of processing both English and non-English language materials to be provided at the October Commission meeting.

In response to a question from Commissioner Rosenberg, Mr. Dowlin explained that the word "materials" in Item C, Resolution #1644, meant that the Library was purchasing print materials in the areas of political science and economics.

In response to a question on Item F, Resolution #1647, raised by Jason Gibb, Librarians' Guild,
Mr. Dowlin stated that the resolution as presented outlines the intent of accepting the gift and that if the gift is accepted, Civil Service will address the specifics of defining staff positions.

In response to Landis Whistler's inquiry, Commissioner Orsi stated that resolutions #1647 and #1648 were recommended for approval by the Finance Committee in August.

Mr. Whistler also expressed his concern regarding the various costs required to implement Resolutions #1647 and #1648. President Herlihy stated that both items were addressed and heard at the August Finance Committee meeting which was open to the public, and that it was appropriate for the Library Commission to continue with the approval of the recommended resolutions.

Commissioner Rosenberg suggested that minutes be recorded for monthly committee meetings and that minutes be posted at each Branch. Mr. Dowlin recommended distributing actions or recommendations of the committees to the Branches.

It was moved by the Commission and unanimously approved that the following resolutions and budget request be approved:

Supplemental budget request totaling $4 million for fiscal year 1993/94.

Resolution #1643: To accept and expend $35,000 in LSCA grant funds for the purchase of Foreign Language Materials for fiscal year 1993/94; waiving indirect costs. (attached)

Resolution #1644: Authorizing Fuhrman Fund expenditure of $311,000, for fiscal year 1993/94 for the interest accrued from the Fuhrman Fund investments, for the purchase of materials in the fields of economics and political science. (attached)

Resolution #1645: To apply, accept and expend LSCA funds not to exceed $64,021 for fiscal year 1993/94; waiving indirect costs. (attached)

Resolution #1647: Acceptance of a gift of $955,106, from the San Francisco Library Foundation for operation of the telephone information program for fiscal year 1993/94 and 1994/95. (attached)

Resolution #1648: Acceptance of a gift of $340,395, from the San Francisco Library Foundation for the implementation of the Referral Center and Operations of the Online Community Access Program at SFPL for fiscal year 1993/94. (attached)

Resolution #1649: To apply for funds not exceeding $20,000 from LSCA for improving library services for immigrant populations for the fiscal year 1993/94; waiving indirect costs. (attached)

VII. **Public Comment**

Lisa Kaborycha, Chair of Bernal Heights Save the Library Committee, noted that members of that committee were present to show support for Dorothy Coakley, the former Bernal Heights Children's Librarian.
Ms. Kaborycha described the Bernal Heights neighborhood as one of book lovers who were hurting because they wanted their children's librarian back. Ms. Kaborycha expressed concerns regarding the relationship of Library administration and the community, stating that the Library Commission and the community should have a continual cooperative relationship.

Mindy Linetzky, Bernal Heights resident, stated that Dorothy Coakley was vital to the Bernal Heights Branch and served as a community outreach person. Ms. Linetzky stated Ms. Coakley was a recipient of the Bernal Heights Neighborhood Center Community Volunteer of the Year award and expressed dismay over Ms. Coakley's transfer.
Ms. Linetzky requested that the Commission look into why Ms. Coakley has not returned to the Bernal Heights Branch.

Ed W. Regan, a Sunset resident, suggested items he would like to see on the Commission agenda and commented that Ocean View needed a new branch library.

Michael Vargas-Williams, library patron, expressed how much the Bernal Heights community appreciated Dorothy Coakley and asked that she be returned to the Branch.

Peter Di Stefano, a teacher, indicated that Dorothy Coakley was instrumental in bringing in Spanish language books to the Library through grants.

Landis Whistler, Chair of the Stonestown Tenants Association, stated that the Commission is responsible to the citizens of San Francisco.

Ellen Egbert, Bernal Heights resident, stated she was appalled that the cost of processing a book into to Library collection equals the cost of the book itself. Ms. Egbert assured the Commission that Dorothy Coakley was not spearheading the efforts of her supporters. Ms. Egbert expressed that the Library Commission should deal with the community with integrity and honesty.

David Looman, University of Oregon and Berkeley faculty member, stated he was asked by Dorothy Coakley's lawyer to speak as an expert witness on behalf of Ms. Coakley. He stated as a matter of public policy the Commission should look into Ms. Coakley's case.

Mary Stern, teacher, stated that both Junipero Sierra and Paul Revere Schools are hurt by Dorothy Coakley's absence at the Bernal Heights Branch.

Marcio Vella, Bernal Heights resident and member of the Friends of the San Francisco Public Library, indicated that the Bernal Heights residents came to provide information to the Library Commission and show their commitment for Dorothy Coakley. Mr. Vella requested that the Commission take action to encourage the City Librarian to return Dorothy Coakley to the Bernal Heights Branch by the October Commission meeting. In response to a question from Mr. Vella, President Herlihy stated that the public was being heard during the public comment period and that the Commission would not take any action on the Dorothy Coakley issue. President Herlihy reiterated that the topic under discussion was a personnel matter which the Library Commission was not at liberty to discuss.

VIII. Executive Session

President Herlihy announced that the Commission was holding an Executive Session to evaluate the performance of the City Librarian, pursuant to Government Code Section 54957, and President Herlihy requested that the Lurie Room be cleared.

President Herlihy called the Commission meeting back to order at 6:38 p.m. stating that the Library Commission had met to evaluate the performance of the City Librarian, pursuant to Government Code Section 54957 and would continue that evaluation Monday, September 13, 1993 at 3:30 p.m. in the Lurie Room.

There being no additional business, the September 7, 1993, meeting of the San Francisco Public Library Commission was adjourned at 6:[illegible] p.m.

Donna Marion

Donna Marion
Assistant to the Library Commission

9/20/93

Resolution #1648

PPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS
ADE DURING THE MONTH OF AUGUST, 1993. ALSO SEPARATIONS OF
EMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING
HE MONTH OF AUGUST, 1993.

ESOLVED, That in accordance with Charter Section 3.501, the
ollowing Temporary Exempt and Non-Civil Service appointments
hich have been made by the City Librarian for the month of
UGUST, 1993 be approved:

3602 Library Page

arlota, Norman
offman, Miranda
ei, Stacy
inapara, Nasseem

ND FURTHER, That the following Separations from Temporary,
xempt and Non-Civil Service Appointments be Approved:

3602 Library Page

randan, Kearney
etico, Samara
ham, Gina
iu, Michelle
hang, Qiao

RESOLUTION # 1645

[GRANT - FEDERAL FUNDS]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR, ACCEPT AND EXPEND FUNDS NOT TO EXCEED $64,021 AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM TITLE I OF THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR MAJOR URBAN RESOURCE LIBRARIES FOR FISCAL YEAR 1993/94; WAIVING INDIRECT COSTS.

WHEREAS, The California State Library has Federal Library Service and Construction Act funds available to support Major Urban Resource Libraries; and

WHEREAS, The San Francisco Public Library wishes to submit an application to the State of California and continue to be designated as a Major Urban Resource Library; and

WHEREAS, The San Francisco Public Library is eligible for these funds as a city with a population of 100,000 or more; now, therefore, be it

RESOLVED, That the San Francisco Public Library is authorized to apply for, accept and expend federal funding not to exceed $64,021 for designated Major Urban Resource Libraries; and

RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, That the San Francisco Public Library requests waiving indirect costs as the grant does not allow grant funding to be applied towards indirect costs.

RESOLUTION # 1647

[ACCEPTANCE GIFT]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO ACCEPT AND EXPEND A GIFT IN THE AMOUNT OF $955,106 FROM THE SAN FRANCISCO LIBRARY FOUNDATION FOR THE OPERATION OF THE TELEPHONE INFORMATION PROGRAM FOR FISCAL YEARS 1993/94 AND 1994/95.

WHEREAS, The Centralized Telephone Information Program, housed in the Main Library, will expand and enhance current Library telephone services for the public; and

WHEREAS, This Program will offer improved access to the Library for the physically challenged as well as enhance the Library's ability to respond to more patrons by increasing the number of hours telephone information is available; and

WHEREAS, The Telephoned Information Program will enable the Library to provide the public with general or detailed information about the libraries' holdings and services in a more timely manner; and

WHEREAS, This extended service will assist the public in receiving more sophisticated information from the Library by reserving the use of librarians for higher level reference work both over the phone and in-person; and

WHEREAS, The Telephone Information Program will provide staff to respond to telephone queries in English, Cantonese and Spanish; now, therefore be it

RESOLVED, That the San Francisco Public Library is authorized to accept and expend funds in the amount of $955,106 from the San Francisco Library Foundation for the FY 1993/94 and 1994/95; and be it

FURTHER RESOLVED, That the San Francisco Public Library Commission hereby expresses its gratitude to the Library Foundation and its donors for their generosity.

RESOLUTION # 1648

[ACCEPTANCE OF GIFT]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO ACCEPT AND EXPEND A GIFT IN THE AMOUNT OF $340,395 FROM THE SAN FRANCISCO LIBRARY FOUNDATION FOR THE IMPLEMENTATION OF THE REFERRAL CENTER AND OPERATIONS OF THE ONLINE COMMUNITY ACCESS PROGRAM AT THE SAN FRANCISCO PUBLIC LIBRARY FOR FISCAL YEAR 1993/94.

WHEREAS, The Online Community Access Program will expand and enhanced the current online catalog; and

WHEREAS, This program will offer online information to staff as well as patrons on community organizations and events throughout the City and County of San Francisco; and

WHEREAS, This gift will provide staffing for the data entry and maintenance of the Community Access Program database; and

WHEREAS, This program will provide an online database that will provide community based organizations and opportunity to announce their organization and any activities/events associated with their organization; now, therefore, be it

RESOLVED, That the San Francisco Public Library is authorized to accept and expend funds from the San Francisco Library Foundation in the amount of $340,395 for the FY 1993/94; and be it

FURTHER RESOLVED, That the San Francisco Public Library Commission hereby expresses it gratitude to the Library Foundation and its donors for their generosity.

RESOLUTION # 1649

[Grant - Federal Funds]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR FUNDS NOT TO EXCEED $20,000 AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR IMPROVING LIBRARY SERVICES FOR IMMIGRANT POPULATIONS FOR THE FISCAL YEAR 1993/94; WAIVING INDIRECT COSTS.

WHEREAS, The California State Library has federal Library Services and Construction Act funds available for improving library services for immigrant populations; and

WHEREAS, The San Francisco Public Library wishes to submit an application to the State of California for the purchase of library materials for immigrants at four libraries - Chinese-speaking immigrants at Sunset Branch, Spanish-speaking immigrants at Excelsior Branch, Chinese-speaking immigrants at Ortega Branch, and Vietnamese-speaking immigrants at the Main Library; and

WHEREAS, The City and County of San Francisco ranks third among counties nation-wide for immigrants population, with 34% of residents born outside of the United States; and

WHEREAS, The San Francisco Public Library is eligible for these funds by providing basic information services for immigrants who are refugees, have limited English speaking ability and/or are disadvantaged populations; now, therefore, be it

RESOLVED, That the San Francisco Public Library is authorized to apply for federal funding not to exceed $20,000 for serving immigrant populations; and

RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, That the San Francisco Public Library requests waiving indirect costs as the grant does not allow grant funding to be applied toward indirect costs.

SF
P76
#2
10/5/93

DOCUMENTS DEPT.
NOV 1 1993
SAN FRANCISCO
PUBLIC LIBRARY

LIBRARY COMMISSION MINUTES
OCTOBER 5, 1993

The regular meeting of the San Francisco Public Library Commission was held Tuesday, October 5, 1993, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:35 p.m. by President Herlihy.

II. Roll Call

On roll call, the following Library Commissioners were noted present: President Herlihy; Commissioners Casey, Coulter, Gee, Orsi, and Rosenberg. Commissioner Swig was excused.

III. Approval of the Minutes

It was moved by Commissioner Coulter and unanimously approved that the minutes of the September 7, 1993, regular meeting be approved as submitted.

IV. Approval of Consent Calendar

It was moved by Commissioner Coulter and unanimously approved that the Consent Calendar, Resolution #1650, temporary exempt and non-civil service appointments and separations for September, 1993, be adopted.

V. President's Report

President Herlihy announced the completion of the City Librarian's formal evaluation process using the guidelines of the Civil Service Management Evaluation Program, adding that the Library Commission will schedule quarterly Executive Sessions during regular commission meetings in January, April, July and October of 1994, for the purpose of maintaining the evaluation program.

President Herlihy noted that the Library Commission unanimous agreed that the entire commission will serve as the personnel evaluator instead of appointing a lead commissioner and having a subcommittee.

VI. City Librarian's Reports

Kenneth Dowlin, City Librarian reported that the 1993/94 budget supplemental request is in the Mayor's office with indications that the supplemental will remain inactive until after the November 2nd election when the decision is made on proposition C.

Mr. Dowlin requested that Item B, "Discussion on the cost of processing both English and non-English language materials" be held over for future discussion.

Mr. Dowlin, reported that Governor Wilson has five more days to make a decision on Senate Bill 566 (Roberti).

Both reports of current activities of the Friends of the San Francisco Public Library and The San Francisco Public Library Foundation were held over to a future commission meeting.

Toni Bernardi, Coordinator of Children's Services, briefed the Commission on Children's Amendment funded programs for 1993/94. Ms. Bernardi announced that the programs funded by the Children's Amendment are on going and that the Friends of the San Francisco Public Library have expanded the initial programs by providing money for special events including babysitting workshops, rap programs, etc.

Ms. Bernardi stated that $2.3 million dollars of collaborative monies have been set aside for year 1993/94 to focus on violence prevention or educational support to keep young people in the school system and assist them to

graduate. Ms. Bernardi stated that some of the collaborative groups are Learning Through Education And The Arts Incorporated (LEAP), Careers Abound, LYRIC and tutorial support groups. Ms. Bernardi stated that the award of grant funding will be known by the end of October.

In response to Commissioner Gee, Ms. Bernardi stated that there are future plans to develop programs for the Chinese community in Chinatown as well as other communities.

VII. **Public Comment**

President Herlihy stated that the Library Commission was very mindful and sensitive to the concerns of the Bernal Heights community regarding the Children's Librarian who was reassigned to the Western Addition Branch. President Herlihy stated that the advice from the City Attorney's Office has been that until the personnel litigation is resolved the individual can not be reinstated to the Bernal Heights Branch.

Ron Morgan, Chair of Bernal Heights Library Committee, stated that the library administration negotiated in bad faith and demanded good faith negotiation and the return of Dorothy Coakley.

President Herlihy reiterated that the City is currently involved in litigation.

Lisa Kaborycha, Chair of Bernal Heights Save the Library Committee, commented that she felt there has been some misinformation regarding the nature of Ms. Dorothy Coakley's workers compensation stress related claim and suggested that the Library discuss Ms. Coakley's return as a policy issue rather than a personnel issue for resolution.Ms. Kaborycha stated that Dan Maguire of the City Attorney's office stated that it is not the City's policy to transfer employees off-site based on pending workers compensation claims. Ms. Kaborycha indicated that Ms. Coakley's stress claim was not a result of the work site, but a result of the counseling session received from Joan Goodman. Ms. Kaborycha stated that the library has cheated and stolen from the children of Bernal Heights by not returning Ms. Coakley to the Bernal Heights Branch.

In response to President Herlihy's request, Diana Bunchinder, Personnel Director, clarified Mr. Maguire's response, commenting that Mr. Maguire indicated that five weeks ago an individual who had represented himself as a legal assistant to Ms. Coakley's attorney inquired what the City process was in processing workers compensation claims. Ms. Bunchinder stated that Mr. Maguire responded that he was unfamiliar with Ms. Coakley's claim and had not researched the file.
Ms. Buchinder stated she asked Mr. Maguire his opinion about transferring an individual as a result of a workers compensation claim. She stated that his response was without knowing the specifics of the case and without reviewing the case he could make no recommendation.
Ms. Bunchinder stated that after discussing the specifics of the case and advising Mr. Maguire of the recommendation from the city attorney who had been assisting the Department and who Mr. Maguire personally knows, that Mr. Maguire concurred with the decision particularly in the event that there was litigation pending and that the litigation was instigated by the employee.

Ashley Wolff, parent, author and Bernal Heights resident, expressed that Dorothy Coakley was invaluable and mentioned Ms. Coakley assisted her as an author and illustrator.

Ellen Egbert, Bernal Heights resident, stated that she felt the Library Commission had not listened to the communities and requested that the Commission share whatever information can be shared.

In response to Ms. Egbert's comments, President Herlihy stated that if an employee opts to distribute their personnel information that is their prerogative, but the Library Commission and the personnel director are precluded by law from disclosing personnel issues and cannot infringe on the rights of any employee without their approval. President Herlihy encouraged the Bernal Heights residents to give their testimony and expressed that the Library Commission was very mindful to the communities concerns.

Mr. Dowlin stated that Civil Service, Worker Compensation Division or the City Attorney's Office would be the sources to contact for information on policy, procedure and process of workers compensation claims.

Mindy Linetzky, Bernal Heights resident, indicated that the process to return Dorothy Coakley to the Bernal Heights Branch has continued for nine months and that during the process she has heard different information; she expressed her objection and stated she wanted Ms. Coakley back.

Mauricio Vella, Bernal Heights resident, stated that the Bernal Heights community wants Ms. Coakley back. Mr. Vella asked that the Library Commission mandate to the City Librarian Ms. Coakley's return and stated that if the Library Commission did not reinstate Ms. Coakley the Bernal Heights community would go to the Mayor's Office.

President Herlihy, stated it would be irresponsible of the Library to return Ms. Coakley to an environment (Bernal Heights Branch) that Ms. Coakley has claimed to be stressful until the workers compensation claim Ms. Coakley has filed has been resolved. President Herlihy stated to return Ms. Coakley without resolution of her claim would be a legal liability and irresponsible of the Library.

Mauricio Vella, stated the Bernal Heights community understands what the Library Commission is saying but, the community disagrees with the Commission and looks at Ms. Coakley's issue differently. Mr. Vella commented that the Bernal Heights community feels Ms. Coakley's stress resulted in working with her supervisor and not from working at the Bernal Heights Branch.

Reed Morgan indicated that most of the kids in Bernal Heights wanted Ms. Coakley to be returned.

Patricia Fasmo, stated that she collected over five hundred signature to save the library and she wants Ms. Coakley to be returned.

Martin A. Behran, Bernal Heights resident, stated Ms. Coakley should be reinstated.

Elizabeth Naima stated that she wanted Ms. Coakley back.

Tamika commented that Ms. Coakley had the time for the all the kids and was very helpful.

John stated that he never meet Ms. Coakley, but would like to.

Gena Robinson expressed that Librarians like Ms. Coakley are critical for the education of children.

Sherry Thomas, Bernal Heights resident, stated that the workers compensation issue was as a ruse and asked the Library Commission to reinstate Ms. Coakley.

Anthony Dixon commented that he wanted to keep the same librarian and did not want to see a change of children's librarian.

Kimberly Mctigue indicated that Ms. Coakley is wonderful with all the children.

Jill Wynns, Board of Education member and a Bernal Heights resident, stated that she wanted to continue a positive relationship with the library and urged the return of Ms. Coakley.

Agustin Oropeza, stated that Ms. Coakley has a large influence on the children at Bernal Heights.

Landis Whistler requested that the Library Commission and all attorneys involved hold a special meeting to resolve Ms. Coakley's personnel issue.

George Loomis, Bernal Heights resident, suggested that Ms. Coakley sign a waiver and requested that the library Commission be a community advocate.

Commissioner Gee departed at 5:38 p.m.

Lurilla Harris stated Ms. Coakley's case needed to be resolved as soon as possible.

Monic Hedric recommended that the supervising librarian be removed and that Ms. Coakley be returned.

President Herlihy stated that it was the Library Commission's intent to resolve this issue as quickly as possible and requested the community to remember that there is a process involved with workman's compensation that is outside of the Library Commission and the City Librarians control, but is in the control of Ms. Coakley and the Workers Compensation Division. He thanked the Bernal Heights community for their comments and for their ongoing support for both the Bernal Heights Branch and the system as a whole.

The public comment session ended at 5:41 p.m.

The meeting was recessed at 5:40 p.m. and called back to order at 5:42 p.m.

VIII. **Finance Committee Report**

Commissioner Mark Orsi gave a briefing regarding the progress of the automation program.

Commissioner Orsi made the following motions; Commission actions are noted in bold:

Resolution #1646:
Resolved, That the San Francisco Public Library Commission hereby requests approval by the Board of Supervisors for amending Article XIII, Chapter 10 of the San Francisco Administrative Code by amending Section 10.117-13 thereof to enlarge the types of revenues that may be deposited in the fund and enlarging the purposes for which proceeds in the fund may be expended; and, be it

FURTHER RESOLVED, That the City Librarian is responsible for ensuring that all deposits and expenditures made to the Special Collections and Services Fund shall be recorded by purpose and fund source following established fiscal procedures and, that there be a quarterly reporting function. **Action: Approved as amended** (Attached)

Resolution #1651: Authorizing the San Francisco Public Library to accept and expend $88,090 in grant funds from the California State Library/Library Services and Construction Act (LSCA) to establish the San Francisco African American History Network in collaboration with the San Francisco African American Historical and Cultural Society Research Library and Archives for the fiscal year 1993/94. Indirect costs of 8% are included in this award.
Action: Approved (Attached)

Resolution #1652: Authorizing the City Librarian to accept and expend $18,215 in funds available through the California State Library from Title III of the Library Services and Construction Act (LSCA) for the creation of online chinese language bibliographic records for the fiscal year 1993/94. Indirect costs of 5% are included in this award. **Action: Approved** (Attached)

Resolution #1653: Authorizing the San Francisco Public Library to accept and expend $34,997 in grant funds from the U.S. Department of Education, Title VI, Library Services and Construction Act (LSCA) for Project Read Student Support Service Program. Indirect costs of 5% are included in this award. **Action: Approved** (Attached)

Resolution #1654: Authorizing the San Francisco Public Library to accept and expend $28,455 in grant funds from the U.S. Department of Education, Title VI, Library Services and Construction Act (LSCA) for Project Read Tutor Support Service Program. Indirect costs of 5% are included in this award. **Action: Approved** (Attached)

Resolution #1655: Authorizing the San Francisco Public Library to accept and expend $34,965 in grant funds from the U.S. Department of Education, Title VI, Library Services and Construction Act (LSCA) for Project Read Student Outreach Service and Ethnic Minority Volunteer Outreach Project. Indirect costs of 5% are included in this award. **Action: Approved** (Attached)

Edward Benner expressed his support for Project Read and recommended that the Library Commission be mindful of Project Read's program funding needs.

Resolution #1656: Authorizing supplemental appropriation for fiscal year 1993/94 to fund relocation and operation of Mission Branch Library during branch renovation at 3359-24th Street. **Action: Approved** (Attached)

Mr. Dowlin commented that the supplemental appropriation has been requested for the remainder of fiscal year 1993/94 in the amount of $142,075 due to the lack of funds for a temporary space for the Mission Branch Library while the permanent branch is under construction. Mr. Dowlin stated that the preferred date to move to the temporary site is November 15, 1993.

Mr. Benner, stated that the Mission neighborhood needs more community supported organizations and that the Mission Branch Library serves as a viable unit in the community.

A teacher and representative from the Neighborhood Council for Mission Branch Library requested that the Library Commission provide continuous Library service in the Mission district.

IX. Planning Committee

Commissioner Coulter stated that the Planning Committee held a discussion on how the affinity groups evolved in connection with the library and the library's five year plan. Commissioner Coulter indicated that the intent of the Planning Committee is to start looking at stage two of the original five year plan, breaking out some benchmarks and coming up with more specificity involving the role of the advisory committees. Commissioner Coulter commented that the challenge is to keep the affinity groups engaged, involved and satisfied in what the library is about. Commissioner Coulter gave each Commissioner a personal gift of a book entitled "Boards That Make A Difference," by John Carver. Commissioner Coulter discussed the author's concepts and suggested that maybe a combined board workshop of the Library Commission, the Foundation and the Friends could be held with Mr. Carver as the workshop presenter.

Commissioner Coulter advised the Library Commission that the Planning Committee discussed the Commission Bylaw draft produced by Commissioner Gee and that the draft had been distributed to each commissioner for comments. Commissioner Coulter stated that once all Commissioner comments were received, the bylaws would be reviewed at the November Planning Committee meeting.

Resolution #1657
Commissioner Coulter indicated that Resolution #1657 was not on the agenda but was discussed in the Planning Committee and is being presented to the Commission as a request.

Neel Parikh, Chief of Branches, requested that the Library Commission approve the request to change the branch hours on Tuesday, November 23, 1993 from 1:00 PM to 9:00 PM and on Wednesday, November 24, 1993 from 10:00 AM to 6:00 PM. Ms. Parikh stated that the library will have the same number of open hours.
Action: Approved (Attached)

X. **Building and Facilities Committee**

Commissioner Rosenberg briefed the Commission on the status of the New Main construction, noting that the pile driving is 50% complete and that the entire pile driving process should be completed by mid October followed by the pouring of the foundation, 16,000 yards of concrete. Commissioner Rosenberg stated the New Main construction is still on schedule and within budget.

Commissioner Rosenberg indicated that construction adjustments are under way by the contractor at the Sunset Branch Library. Commissioner Rosenberg stated that Chinatown Branch Library bid process opened October 6, 1993 with about five or six bidders competing and that the Mission Branch Library's need for a supplemental appropriation for fiscal year 1993/94 to fund relocation and operation of the branch was also explored. Commissioner Rosenberg announced that there will be a celebration January 11, 1994, during the opening of the Chinatown Branch Library temporary site.

Commissioner Rosenberg mentioned that the Muni Day Pass issue was discussed as an information item stating that there are 7 branches selling the Muni Day Pass and she noted that the selling of the Muni Day Pass was a decision that was made by the Board of Supervisors. Commissioner Rosenberg announced the all branches are selling the Muni Day Pass including the Main and that the library is held harmless for any loss of cash or passes.

Jack Cole, retired San Francisco Librarian, discussed his experience of selling the Muni Fast Pass. He indicated that the library experienced a problem in the maintenance of change, robbery and public anger and recommended that the Muni sell the Day Pass because the process was not germane to the service of Libraries.

Commissioner Rosenberg expressed that the Library Commission acknowledges Mr. Cole's concerns.

A concerned patron stated that it is not appropriate for the library to sell the Muni Day Pass and requested that the Library Commission inform the Board of Supervisors.

President Herlihy stated that the selling of the Muni Day Pass in the library was a trial effort for three months and that to sell the pass in the branch libraries was probably not the optimal distribution system on a city wide basis, and the process would be reviewed.

Commissioner Orsi departed at 6:45 PM.

In response to Mr. Ed Regan's question, Mr. Dowlin stated that the food service in the New Main Library will be a coffee bar type operation near the auditorium meeting room with services contracted out.

Landis Whistler stated that he thought the selling of the Muni Day Pass in the Library might be illegal and that the Library Commission was not afforded the opportunity to hear the Muni Day Pass issue before there was action. He questioned if the process of selling the pass could be done without the permission of the Library Commission or the union and requested the Library Commission to confer with the City Attorney's office and write the Mayor regarding the Muni Day Pass issue.

In response to Mr. Whistler, Commissioner Rosenberg stated that she expressed the same concerns to Mr. Dowlin.

President Herlihy stated that the Library has been requested by the Board of Supervisors to sell the Muni Day Pass for a three month trial period, that during that trial the library should explore if the selling of the Muni Day Pass takes away from library staff time, explore if it is a feasible service for the library staff to provide and take into consideration threats to staff safety as a result of keeping money from the passes. President Herlihy stated that there will be reports made to the Library Commission during the three month trial and that the report should include the number of passes and money collected on a daily bases so that at the end of the three month period the Commission could determine the feasibility of continuing Day Pass sales.

Commissioner Rosenberg requested that the selling of the Muni Day Pass be monitored through the Building and Facilities Committee and requested Mr. Dowlin to check the legality of selling.

XI. **Librarians' Guild**

No report

XII. **New Business**

None

XIII. **Public Comment**

Ed Regan requested that the Library Commission Bylaws be amended to have two public comment sessions, one at the middle of the Commission meeting and one at the end of the meeting.

In response to Mr. Regan, Mr. Dowlin stated that all employees that are listed on the resolution of temporary exempt and non-civil service appointments and separations are employees hired or separated under the purview of Civil Service Code.

There being no additional business, the October 7, 1993, meeting of the San Francisco Public Library Commission was adjourned at 6:50 PM.

Donna Marion

Donna Marion
Assistant to the Library Commission

10/22/93:dm

Resolution #1650

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER, 1993. ALSO, SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER, 1993.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of September, 1993 be approved:

3602 Library Page

Allen, Sarah
Bassett, Marcia
Chan, Stephen
Dyson, Tracy
Lee, Soomee
Martinez, Cynthia
Mendosa, Melissa
Silva, Ronald
Simon, Latisha
Walsh, Thomas

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

3602 Library Page

Beneby, Emery
Custodio, Andre
Huynh, Tracey
Levine, Karen
Mallory, Dazell
Marston, Matthew
Schneider, Claire

Resolution #1646

Resolved, That the San Francisco Public Library Commission hereby requests approval by the Board of Supervisors for amending Article XIII, Chapter 10 of the San Francisco Administrative Code by amending Section 10.117-13 thereof to enlarge the types of revenues that may be deposited in the fund and enlarging the purposes for which proceeds in the fund may be expended; and, be it

FURTHER RESOLVED, That the City Librarian is responsible for ensuring that all deposits and expenditures made to the Special Collections and Services Fund shall be recorded by purpose and fund source following established fiscal procedures.

Special Collections Department, shall be deposited in said Special Collections and Services Fund. Books selected for such a sale shall be on the recommendation of the City Librarian with the approval of the Library Commission. All proceeds derived from service fees charged for photographic reproduction of materials in the Special Collections Department of said Public Library shall be deposited in said Special Collections and Services Fund. Monies deposited in said Special Collections and Services Fund may, subject to approval by the Library Commission, be used solely for the following purposes:

(a) Expenses incurred in connection with the sale of books from said Special Collections Department as aforesaid;

(b) Purchase of additional books and related ephemera for the Special Collections Department of the Public Library;

(c) Purchase of special equipment and related items for the Special Collections Department of the Public Library deemed necessary to insure proper security and conservation of rare and valuable materials; ((and))

(d) Special fellowships awarded to individuals with expertise in any area of the collections housed in said Special Collections Department of the Public Library((.));

(e) Expenses incurred in the provision of information services; and

(f) Purchases, lease, and maintenance of equipment and information resources necessary for the provision of information services.

RESOLUTION #1651

(Grant - California State Library/LSCA)

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO ACCEPT AND EXPEND $88,090 IN GRANT FUNDS FROM THE CALIFORNIA STATE LIBRARY/LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) TO ESTABLISH THE SAN FRANCISCO AFRICAN AMERICAN HISTORY NETWORK IN COLLABORATION WITH THE SAN FRANCISCO AFRICAN AMERICAN HISTORICAL AND CULTURAL SOCIETY RESEARCH LIBRARY & ARCHIVES FOR THE FISCAL YEAR 1993/94. **INDIRECT COSTS ARE INCLUDED IN THIS AWARD.**

WHEREAS, The San Francisco Public Library has been awarded $88,090 in Federal Library and Construction Act (LSCA) Funds, Title III-4.42, FY 1993/94, from the California State Library for the purpose of establishing the San Francisco African American History Network in collaboration with San Francisco African American Historical and Cultural Society Research Library & Archives; and

WHEREAS, That this grant shall enable the Library to provide public online access to the holdings of the San Francisco African American Historical and Cultural Society Research Library & Archives by adding the holdings of the Research Library to the San Francisco Public Library online catalog that provides public access to all of its service locations; and

WHEREAS, That these funds shall also enable the Library to provide public online access to San Francisco Public Library's holdings at the San Francisco African American Historical and Cultural Society Research Library & Archives, and responds to the Library's long range automation plans to enhance the Library's collections by providing online linkage to the holdings of other libraries; therefore, be it

RESOLVED, That the San Francisco Public Library is authorized to accept and expend $88,090 in grant funds from the California State Library (LSCA), Title III-4.42, grant monies for establishing the San Francisco African American History Network; and be it

FURTHER RESOLVED, That these grant funds include indirect costs that equal 8% of the total award; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds.

RESOLUTION #1652

[Grant-California State Library/LSCA]

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT AND EXPEND $18,215 IN FUNDS AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM TITLE III OF THE LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) FOR THE CREATION OF ONLINE CHINESE LANGUAGE BIBLIOGRAPHIC RECORDS FOR THE FISCAL YEAR 1993/94. INDIRECT COSTS OF 5% ARE INCLUDED IN THE BUDGET OF THIS GRANT.

WHEREAS, The California State Library has available Library Services and Construction Act (LSCA) Funds, Title III, FY1993/94, for state and local public libraries to create online bibliographic databases that serve ethnically and culturally diverse populations, and non-English speaking populations; and

WHEREAS, The San Francisco's Chinese language reading population will have city-wide access to borrow books available in Chinese by creating online records for these books; and

WHEREAS, 261,000 books and materials in the Chinese language were borrowed from the Main Library and Branches last year; and

WHEREAS, The 1990 Census of Population indicates a substantial increase in the Chinese population in San Francisco; and

WHEREAS, The purpose of these grants is to assist public libraries in meeting the needs of the communities that they serve; now, therefore, be it

RESOLVED, That the City Librarian is authorized to accept and expend $18,215 in Library Services and Construction Act funds for the creation of online Chinese language bibliographic records; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, That there are five percent indirect costs contained in the budget of this grant.

RESOLUTION #1653

[Grant - Federal Funds]

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT AND EXPEND FUNDS AVAILABLE FROM THE UNITED STATES DEPARTMENT OF EDUCATION FOR A PROJECT READ STUDENT SUPPORT PROGRAM. INDIRECT COSTS OF 5% ARE INCLUDED IN THIS AWARD.

WHEREAS, The San Francisco Public Library has been awarded $34,997 to expand the operation of Project Read, the Library's community-based literacy program for one year; now, therefore, be

RESOLVED, That the City Librarian is authorized to accept and expend an amount not to exceed $34,997 of Library Services and Construction Act VI funds for student support services of Project Read through September, 1994, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

RESOLUTION #1654

[Grant - Federal Funds]

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT AND EXPEND FUNDS AVAILABLE FROM THE UNITED STATES DEPARTMENT OF EDUCATION FOR A PROJECT READ TUTOR SUPPORT PROGRAM. INDIRECT COSTS OF 5% ARE INCLUDED IN THIS AWARD.

WHEREAS, The San Francisco Public Library has been awarded $28,455 to expand the operation of Project Read, the Library's community-based literacy program for one year; now, therefore, be

RESOLVED, That the City Librarian is authorized to accept and expend an amount not to exceed $28,455 of Library Services and Construction Act VI funds for tutor support services for Project Read through September, 1994, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

RESOLUTION #1655

[Grant - Federal Funds]

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT AND EXPEND FUNDS AVAILABLE FROM THE UNITED STATES DEPARTMENT OF EDUCATION FOR A PROJECT READ OUTREACH PROGRAM. INDIRECT COSTS OF 5% ARE INCLUDED IN THIS AWARD.

WHEREAS, The San Francisco Public Library has been awarded $34,965 to expand the operation of Project Read, the Library's community-based literacy program for one year; now, therefore, be

RESOLVED, That the City Librarian is authorized to accept and expend an amount not to exceed $34,965 of Library Services and Construction Act VI funds for outreach services for Project Read through September, 1994, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

Resolution # 1657

[change in branch library schedules for Thanksgiving week]

AUTHORIZING THE CITY LIBRARIAN TO CHANGE BRANCH LIBRARY SCHEDULES FOR THE WEEK OF THANKSGIVING, NOVEMBER 22-25, 1993.

WHEREAS, Branch Libraries are open Wednesday nights and Wednesday, November 24, 1993 is the night before Thanksgiving; and

WHEREAS, Each year, very few members of the public visit libraries the night before Thanksgiving; and

WHEREAS, The deserted library site has become a potential security problem resulting in an act of violence in 1991 at one branch library; and

WHEREAS, In 1992, the Library Commission approved a change in Branch Library hours to close branches on Wednesday night; now, therefore, be it

RESOLVED, That the City Librarian is authorized to change Branch Library schedules for the week of Thanksgiving, November 22-25, 1993.

FURTHER RESOLVED, that the schedule for Branch Libraries for the week of November 22 will change the open hours on Tuesday, November 23, 1993 to the open hours usually scheduled on Wednesdays and will change the Wednesday, November 24, 1993 open hours to the hours usually scheduled on Tuesdays.

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

DONNA MILLER CASEY
STEVEN A. COULTER
MARK A. ORSI
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

DOCUMENTS DEPT.
SAN FRANCISCO
PUBLIC LIBRARY

LIBRARY COMMISSION MINUTES
NOVEMBER 2, 1993

The regular meeting of the San Francisco Public Library Commission was held Tuesday, November 2, 1993, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:35 p.m. by President Herlihy.

II. Roll Call

On roll call, the following Library Commissioners were noted present: President Herlihy; Commissioners Coulter, Gee, Orsi, and Rosenberg. Commissioners Casey and Swig were excused.

III. Approval of the Minutes

It was moved by Commissioner Coulter and unanimously approved that the minutes of the October 5, 1993, regular meeting be approved as submitted.

IV. Approval of Consent Calendar

It was moved by Commissioner Coulter and unanimously approved that the Consent Calendar, Resolution #1658, temporary exempt and non-civil service appointments and separations for October 1993, be adopted.

V. **President's Report**

A. President Herlihy acknowledged that today is election day and that the Commission would be mindful of keeping the meeting brief.

President Herlihy introduced Mr. Edward Bransten, Chairman of the San Francisco Shanghai Sister City Library Committee; Mr. Walter Fung, Chairman of the San Francisco Shanghai Committee 1989/92; and Mr. James Fang, Mayor's Office of Economic Development, Mr. Bransten appealed to the Library Commission to provide space for about 3,000 linear feet of shelving in the New Main Library to be designated as the San Francisco Shanghai Sister City Committee Friendship Collection.

Mr. Bransten stated that the Shanghai Sister City Library Collection presently has over 4,500 books and that additional books would be shipped free of charge to the City once space became available.

Mr. Walter Fung stated that in the past four years he and Mr. Bransten have worked to find space for the Shanghai Sister City Library Collection and he asked the Library Commission to support their efforts.

Mr. Fang stated that the Mayor urged the Library Commission to consider the acceptance of the Shanghai Library Collection, presently located at Lone Mountain Library, in the New Main Library. Mr. Fang noted that Shanghai has been a Sister City since 1980 and that Shanghai is the most outstanding "project completion" Sister City with six memorandums of understanding and over one hundred projects completed with the City of San Francisco. Mr. Fang attributed increased local economic activity in part to the Shanghai Sister City relationship and noted that the Mayor of Shanghai will be in San Francisco in November and will visit Lone Mountain. He indicated that the President of China will be in San Francisco November 17 & 18, and has requested a visit to the Friendship Library Collection that he helped implement with former Mayor Dianne Feinstein. (Attachment)

Commissioner Coulter stated that during his visit to the Shanghai Library he had discussed the focus of the book

collection for both cities with the City Librarian. Commissioner Coulter stated that the Shanghai Library expressed a desire to receive economic development books and that San Francisco was interested in a collection that would meet the needs of San Francisco's Chinese residents and would feature both traditional and revised character types.

Commissioner Gee noted that the Shanghai Collection would be useful to neighboring universities such as Stanford and the University of California that have highly regarded Asian studies programs and that the scholarly as well as the underserved should be represented in Shanghai book collection.

In response to Commissioner Rosenberg, Mr. Dowlin, City Librarian, stated that space for the Sister City Collection has been incorporated into the design of the New Main Library, and that a central feature of the New Main will be the Chinese-American Collection.

The Library Commission requested a resolution reaffirming the Commission's intent to make space available in the New Main Library for the Shanghai Sister City Library Collection be placed on a future Library Commission agenda. (Attachment)

Commissioner Coulter departed at 5:06 PM.

VI. **City Librarian's Reports**

A. Kenneth Dowlin reported that the FY 1993/94 budget status depended on the out come of proposition C and 172, and that the Mayor's budget instructions for FY 1994/95 would be distributed soon.

B. Mr. Dowlin, reported that Governor Wilson vetoed Senate Bill 566 (Roberti).

President Herlihy stated that with the absence of Senate Bill 566 the law is unclear regarding special assessment districts for funding local libraries.

C. Jane Winslow, Executive Director of Friends of the San Francisco Public Library, briefed the Library Commission

on the current activities of the Friends stating the Friends intend to emphasize permanent funding for the Library and that an open meeting of the Friends on this subject would be held Monday, November 8, 1993 from 4:30 p.m. to 6:00 p.m. in the Lurie Room.

D. Mr. Dowlin stated that Martin Paley, Library Foundation, requested that his report be continued to the December meeting.

E. Marcia Schneider, Community Relations Librarian, gave a briefing of the 4th annual San Francisco Bay Area Book Festival. Ms. Schneider stated that the San Francisco Public Library is on the Festival's publishing advisory board and that this year's event will have over 300 exhibits including 4 representing SFPL, over 200 programs, and both Bay Area and international authors. She announced that the Festival would be held November 6th & 7th. President Herlihy commented that several Commissioners would be hosting the Library booth.

Mr. Dowlin acknowledged Ms. Schneider,s dedication and efforts towards making the San Francisco Book Festival a success.

F. Ed McBride, Coordinator of Automation Services, announced that a new library application form would be in use and a new library card would be available for the public effective November 3, 1993. Mr. McBride noted that the new application was designed to track optional information such as preferred reading language and ethnic background which could be entered into the Library's statistical data base. Mr. McBride presented the Commissioners with newly designed library cards enclosed in the presentation brochure which was funded by The Friends of the San Francisco Public Library. The brochure permits the library to mail library cards, presents a patron statement of responsibility, lists branch locations and provides a tear-off membership application for The Friends of the San Francisco Public Library.

VII. Finance Committee Report

A. Discussion of cost of processing both English and non-English language materials.

Nancy Musser, Chief of Technical Services, gave a briefing on the cost of cataloging English and non-English materials. She stated the first step in adding material to the Library collection is to: (1) create a bibliographic record in the online catalog; (2) consider how the public will search for the book and add the access points to the record; (e.g. author, title, subject heading, etc.), (3) inventory the material and indicate which library branch owns the book; (4) make the material shelf-ready.

Ms. Musser stated that SFPL belongs to a nation-wide online network of libraries that maintains a data base of bibliographic records.

Ms. Musser noted that processing an English language title averages about $13.00 compared to a Chinese language title that averages about $19.00. Ms. Musser clarified that the difference results from a 90% hit rate in locating English materials in the data base compared to a 50% hit rate in locating Chinese materials in the data base. In addition, Ms. Musser stated that both the romanization version and the vernacular version must be provided for Chinese titles. Ms. Musser indicated that once a title record is created and another copy is purchased, Technical Services would add the additional title from the data based at a cost of $1.75.

In response to a question from Commissioner Gee, Ms. Musser stated that non-English language materials are higher in processing costs because most English cataloging can be accomplished inhouse.

B. Commissioner Orsi made the following motions; Commission actions are noted in bold:

Resolution #1659: Authorizing the San Francisco Public Library to apply, accept and expend $51,056 in grant funds from the State Matching Fund for Project Read Tutor Student Support and Outreach Service Program. Indirect costs of 5% are included in this award.
Action: Approved (Attached)

Resolution #1660: Authorizing the Real Estate Department to extend the lease for oil production with Shell Oil Company through the year 2020.
Action: Approved (Attached)

In response to Steven Pantos, library patron, Rich Walsh, Manager of Facilities and Finance, stated that the 1985 Shell Oil report that projected the depletion of Kern County oil by 1991 was an estimate based on the method of steam injection, but that the current technology of oil extraction is more advanced and that the independent pro bono library consultant determined that the Shell Oil lease extension was a favorable lease for the City. Mr. Walsh stated that Fuhrman fund revenues for the Library over the past five or six years have been approximately a quarter of a million dollars a year.

Commissioner Rosenberg requested that Mr. Walsh write a thank you and send a library card to the pro bono consultants that assisted the Library Commission on the Fuhrman Fund/Shell Oil lease.

Resolution #1661: Authorizing the San Francisco Public Library to accept a gift of 744 video tapes from the John D. and Catherine T. MacArthur Foundation.

Forth paragraph amended to read:

WHEREAS, The MacArthur Foundation would like to make these video tapes available to as many people as they can, with special effort made to reach [[disadvantaged groups]]; **low income groups;**
Action: Approved as modified (Attached)

C. Commissioner Orsi reminded the Library Commission that there could be reductions in staffing if the $4 million general fund reserve is not restored to the Library in its entirety. (Attached)

VIII. Planning Committee

No Report

IX. Building and Facilities Committee

A. Update on construction projects

Commissioner Rosenberg briefed the Commission on the status of the New Main construction, noting that there had been 76 proposed change order requests; 22 requests have been approved representing an expenditure of $500,000 from a contingency budget of $6 million. Commissioner Rosenberg stated the New Main construction remains on schedule and within budget.

Commissioner Rosenberg suggested a Topping-off celebration for the New Main Library in February 1994.

Commissioner Rosenberg reported that the Chinatown Branch renovation bids are under protest review and that the Department of Public Works might suggest a rebidding process.

Commissioner Rosenberg stated that the Mission Branch Library design received approval and that construction was scheduled to start in September 1994, with a completion date of one year.

B. Commissioner Rosenberg noted that a representative from the Public Utilities Commission gave a presentation to the Committee regarding the Muni Day Pass.

President Herlihy stated that the Library was requested by the Board of Supervisors to sell the Muni Day Pass for a three month trail period and that there will be reports made to the Library Commission during the three months.

X. **Librarians' Guild**

Jason Gibbs, representing the Librarian's Guild, expressed staff concerns regarding the sale of Muni Day Passes and announced that the Librarians' Guild had filed a class-action grievance against the City for not meeting and conferring prior to the change in working conditions.

XI. **New Business**

None

XII. **Public Comment**

None

There being no additional business, the November 2, 1993, meeting of the San Francisco Public Library Commission was adjourned at 6:07 PM.

Donna Marion
Assistant to the Library Commission

11/12/93:dm

Resolution #1658

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF OCTOBER, 1993. ALSO, SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF OCTOBER, 1993.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of October, 1993 be approved:

3602 Library Page

Mallory, Dazell

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

3602 Library Page

Roy, Karen

RESOLUTION # 1659

[Grant - State Funds]

AUTHORIZING THE CITY LIBRARIAN TO APPLY RETROACTIVELY FOR, ACCEPT AND EXPEND FUNDS THAT INCLUDE INDIRECT COSTS OF 5% AVAILABLE FROM THE CALIFORNIA STATE LIBRARY FOR STUDENT/TUTOR SUPPORT, AND OUTREACH SERVICES.

WHEREAS, The California State Library has invited libraries participating in the California Literacy Campaign to submit matching grant proposals for the fiscal year 1993-94, and

WHEREAS, The San Francisco Public Library is eligible to apply for funds to support the operation of Project Read, the Library's community-based literacy program for one year; now, therefore, be

RESOLVED, That the City Librarian is authorized to apply retroactively for, accept and expend an amount not to exceed $51,056 of California State Library funds for tutor/student support and outreach services of Project Read through June, 1993, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

RESOLUTION # 1660

AUTHORIZING THE REAL ESTATE DEPARTMENT TO EXTEND THE LEASE FOR OIL PRODUCTION WITH SHELL OIL COMPANY THROUGH THE YEAR 2020.

WHEREAS, Shell Oil has requested from the City extension to the lease for oil production on 800 acres in Kern County through the year 2020; and

WHEREAS, Shell Oil has agreed to pay a lease extension bonus of $240,000 in two installments: $120,000 upon execution of the amended lease and $120,000 on its first anniversary; and

WHEREAS, Shell Oil will increase the royalty rate from 12.5% to 15.5% under the terms of the lease extension; and

WHEREAS, Mineral Acquisition Partners, Inc., the City's consultant, has recommended that the offer made by Shell Oil be accepted by the City; now, therefore, be it

RESOLVED, That the San Francisco Public Library hereby requests the Real Estate Department to proceed with the Shell Oil lease extension through the year 2020; and be it

FURTHER RESOLVED, That the San Francisco Public Library Commission expresses deep gratitude to the Real Estate Department for its assistance in negotiations for this lease.

RESOLUTION # 1661

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO ACCEPT A GIFT OF 744 VIDEO TAPES FROM THE JOHN D. AND CATHERINE T. MACARTHUR FOUNDATION.

WHEREAS, the San Francisco Public Library has been notified by the John D. and Catherine T. MacArthur Foundation of their willingness to give 744 video tapes valued at $42,000 to the San Francisco Public Library;

WHEREAS, these collections consist of a variety of PBS programs as well as quality film/video production;

WHEREAS the MacArthur Foundation would like to make these video tapes available to as many people as they can, with special effort made to reach[disadvantaged groups;] -Low-income groups-

WHEREAS, these video tape collections will made available at Excelsior, Bernal and Bayview branches and will add to the collection at Western Addition Branch;

AND THEREFORE BE IT RESOLVED, that the San Francisco Public Library will accept from the John D. and Catherine T. MacArthur Foundation a gift of 744 video tapes.

CHINESE
658.4 Tucker, Robert B., 1953-
T798w (Wei lai ying chia)
未來贏家 : 掌握二000年十大經營趨勢 / 塔克爾 著 ; 賓 靜蓀 譯. -- 台北市 : 天下文化, 1992.
248 p. ; 21 cm. -- (財經企管 ; 87)
Translation of: Managing the future : 10 driving forces of change for the '90s.
ISBN 9576211476 (pbk.)
1. Success in business. 2. Management. 3. Competition. I. Title II. Title: Wei lai ying jia.

18 OCT 93 28601875 SFR3

SFR - FOR OTHER HOLDINGS, ENTER dh DEPRESS DISPLAY RECD SEND
OCLC: 28601875 Rec stat: c Entrd: 930810 Used: 931018 ¶
Type: a Bib lvl: m Govt pub: Lang: chi Source: d Illus:
Repr: Enc lvl: I Conf pub: 0 Ctry: ch Dat tp: s M/F/B: ^0
Indx: 0 Mod rec: r Festschr: 0 Cont:
Desc: a Int lvl: Dates: 1992, ¶
▶ 1 010 ¶
▶ 2 040 SUP ǂc SUP ǂd SFR ¶
▶ 3 020 9576211476 (pbk.) : ǂc $16.00 ¶
▶ 4 041 1 chi ǂh eng ¶
▶ 5 092 658.4 ǂb T798w ¶
▶ 6 049 SFR3 ¶
▶ 7 100 1 Tucker, Robert B., ǂd 1953- ¶
▶ 8 240 00 Managing the future. ǂl Chinese ¶
▶ 9 245 10 Wei lai ying chia : ǂb Chang wo erh-ling-ling-ling
shih ta ching ying ch'ü shih / ǂc T'a-k'o-erh chu ; Pin Ching-sun i. ¶
▶10 245 10 未來贏家 : ǂb 掌握二000年十大經營趨勢 / ǂc 塔克爾 著 ; 賓 靜蓀 譯. ¶
▶11 260 T'ai-pei shih : ǂb T'ien hsia wen hua, ǂc 1992. ¶
▶12 260 台北市 : ǂb 天下文化, ǂc 1992. ¶
▶13 300 248 p. ; ǂc 21 cm. ¶
▶14 490 0 Ts'ai ching ch'i kuan ; ǂv 87 ¶
▶15 490 0 財經企管 ; ǂv 87 ¶
▶16 500 Translation of: Managing the future : 10 driving forces of change for the '90s. ¶
▶17 650 0 Success in business. ¶
▶18 650 0 Management. ¶
▶19 650 0 Competition. ¶
▶20 740 01 Wei lai ying jia. ¶

Circa 1987

OFFICE OF THE MAYOR
SAN FRANCISCO

DIANNE FEINSTEIN

S.F.-Shanghai Friendship Library Committee

Mr. Edward Bransten
Chairman

Mrs. Agnes Albert
Board of Governors
S.F. Symphony

Mr. E. F. Callanan
Commissioner
S.F. Library

Mr. Jack Edelman
Co-Chair, U.S.-China
Friendship Association

Mr. John C. Frantz
Librarian, S.F. Library

Mr. Peter Henschel
Deputy Mayor, S.F.

Dr. Andrew Jameson
Director, Books for Asia
The Asia Foundation
Chair, Military Affairs
Program, U.C. Berkeley

Mr. Gordon Lau
Chairman Over-All, S.F.-
Shanghai Friendship
Committee

Mrs. Connie Ong
"Jade Snow Wong"
Authoress, Director of
Chinese-Western
Institute

Mrs. Louise Renne
S.F. Supervisor

Mrs. Robert Seller
Asian Art Commission

Mrs. Carl Stern
President, S.F.
Library Commission

Ms. Karen Wong
Executive Director
The Foundation for
Books for China

Dr. William Wu
Asian Art Historian

友誼圖書館

SAN FRANCISCO SHANGHAI FRIENDSHIP LIBRARY PROJECT

In November, 1984, San Francisco Mayor Dianne Feinstein made an official visit to China and called on our Sister City of Shanghai. She made a commitment to the Mayor of Shanghai, the Honorable Wang Dao-han, to establish Sister City libraries in San Francisco and Shanghai with books being sent from each place to the other. Such collections of books would not only be symbols of friendship between both places, but also would serve as introduction to the culture of each city and its respective hinterlands.

Here in San Francisco, a city surrounded by prestigious centers of science, technology, art, business and commerce, the West has come to a temporary rest restricted by the shores of the Pacific Ocean. Shanghai, across this vast distance, is a city of twelve million people--the largest city in the largest country in the world--the "Great Middle Kingdom". It well exemplifies China, and is as anxious as are we to defy that old poem which begins: "Oh East is East and West is West and never the twain shall meet--till one fine day. - " Well, that one fine day has arrived here and now. What better instrument for bridging this gap could there be than books for each other, exchanging our respective knowledge and learning, and serving as an important step for nurturing progress in the world. This is far more than a magnificent mutual gesture, it is a practical undertaking: From us in our books to reveal to them what we have achieved, and from them to us to learn much more about that most ancient and refined civilization on earth.

We are most fortunate, therefore, to have found space for 5,000 carefully selected books in a

(continued)

beautiful study hall on top of Lone Mountain. It will be adjacent to a new collection of 75,000 books gathered over forty years called "The Institute for Chinese Western Cultural History," covering all of its history from the beginning down to the early years of this century. Our collection of books will remain public property, and will supplement the Institute's library with more contemporary books of a serious nature. The building housing these libraries is a beautiful Spanish Gothic building on top of Lone Mountain, a San Francisco landmark, adjacent to the University of San Francisco's main campus, easily accessible by public transportation from which can be seen a large portion of our city as it stretches out toward the Pacific --that immense expanse of water which leads to Shanghai.

This great project has now received sufficient interest and impetus so that it must now be implemented as quickly as possible. This is one act--but an important one--which we can take to promote harmony between our two great countries and further the peace of the world.

OFFICE OF THE MAYOR
SAN FRANCISCO

DIANNE FEINSTEIN

SUPPLEMENT FOR ACTION

A search was made in San Francisco to find a fitting site for the books which will be coming from Shanghai. All public libraries are already overcrowded. Mr. Gordon Lau, former Supervisor of San Francisco, suggested that we look at the building on Lone Mountain, a San Francisco landmark, formerly a women's college and now used for the Institute of Chinese Western Cultural History. Father E. Malatesta, S.J., the Director of the Institute, and his associate, Dr. Theodore Foss, both China scholars, with the concurrence of Father Lo Schiavo, S.J., President of the University of San Francisco, graciously offered us the study hall adjacent to the Institute which at the present time has bookshelves which are empty. It is here that we are invited to put our Shanghai books in a most beautiful setting, free of rent or charge. It is an excellent supplement to the books of the Institute. Our collection will remain as property of the Public Library System of San Francisco and will be open at regular hours to everyone; it will be distinctly and discreetly marked off as the San Francisco-Shanghai Friendship Library.

However, there is a one-time cost to us for properly taking care of this collection. We have to have glass cases installed around the books for security purposes, and an attendant who will be in charge at all times. The attendant should be able to read Chinese and preferably to speak both Cantonese and Mandarin. The cost to us for the glass enclosures is $25,000. The attendant in charge of these glass cases for the books will cost $15,000 per year. We should commit to at least five years--which will total $75,000. We therefore need a total of $100,000 by private donation.

October 18, 1993

M E M O R A N D U M

TO: Commissioner James P. Herlihy
Commissioner Barbara C. Rosenberg
Commissioner Virginia C. Gee
Commissioner Roselyn C. Swig
Commissioner Donna Miller Casey
Commissioner Steven A. Coulter
Commissioner Mark A. Orsi

FROM: Kenneth E. Dowlin
City Librarian

SUBJECT: **GRANT OVERHEAD**

Attached is a copy of a report to the Board of Supervisors related to grants received by the Library. Please note that staff cost varies depending on the whether or not the work was done by Page Staff, Librarian, or Chief Librarian.

I thought you might be interested in the information.

KED:rls

	GRANT APPLICATION			PROCESS & REVIEW		
NAME OF GRANT	GRANT AMOUNT	COPY	MAIL	STAFF	COPY TIME	STAFF TIME
US Dept.Education/LSCA Funds for Purchase of Foreign Language Materials for FY 93-94.	$35,000	$9.00	$8.50	$1,800	750 Hrs.	2,400 Hrs.
US Dept. of Education, Project Read Support Service Program.	34,997	7.00	4.00	569	20 Hrs.	26 Hrs.
US Dept. of Education Project Read Tutor Program.	28,455	7.00	4.00	569	20 Hrs.	26 Hrs.
US Dept. of Education Project Read Outreach Program.	34,965	7.00	4.00	569	20 Hrs.	26 Hrs.
Calif. Library Service Board Match Funds Project ReadTutor/Student Match & Support Services.	45,545	2.00	1.29	188	20 Hrs.	26 Hrs.
LSCA Title III Funds, Calif. State Library, Online Bibliographic Records.	50,000	5.00	10.00	2,801	1.5 Hrs.	511 Hrs.
Calif.State Library LSCA Title I Funds, Major Urban Resource Libraries.	65,528	7.00	10.00	2,801	20 Hrs.	26 Hrs.
Digital Equip. Corp/AIDS Library Info./Library Network Equipment.	405,416	50.00	2.90	6,500	20 Hrs.	75 Hrs.
US Dept. of Education, Project Read Outreach Program.	29,033	7.00	4.00	569	15 Hrs.	26 Hrs.
US Dept. of Education LSCA Title V Funds,Purchase Foreign Language Materials FY 92-93.	85,000	10.00	10.00	1,700	100 Hrs.	32 Hrs.
Calif. State Library, LSCA Title II Funds,Improve/Expand & P.L. Facility	696,579	50.00	21.80	22,400	20 Hrs.	40 Hrs.

SFPL

San Francisco
Public library

Date: _____

REGISTRATION APPLICATION - PLEASE PRINT

To register for a library card, you will need to complete this form, provide current identification such as a valid California driver's license, passpo cancelled mail, etc., and provide proof of address. If you are 13 or younger, your parent ***must*** sign the registration form.

Last Name	First Name	Middle Name	Jr./Sr./etc

Home Address (Street address or P.O. Box; please include apartment # if applicable.)	Apt. #

City	State	ZIP Code	County	Phone
				( )

Please give your home address if you use a P.O. Box or if you are in the military

Address				
City	State	ZIP Code	County	Phone
				( )

Driver's License #. _____ Date of Birth Month/ _____ Day/ _____ Year/ _____

Student I.D. # (if applicable) _____ DMV I.D. # _____

Age (Circle one): 0-13 14-17 18-64 65 and over

The following information is OPTIONAL. We gather this information to assist us in purchasing materials that better serve our patrons.

Preferred Reading Language _____

Ethnic Background _____

Circle one: Male Female

Social Security # _____

Parent/Guardian Statement of Responsibility

_____
Name of Parent or Guardian (please Print)

I agree to be responsible for material borrowed with this card, and for loss and damage of material charged upon it. I understand I am responsible for notifying the library in case of loss or theft of this card. Failure to do so will result in my being held liable for materials charged on this card and for any fines incurred on this card .

_____
Signature of Parent or Guardian

DO NOT WRITE BELOW THIS LINE

Patron type: JV___ YA___ AD___ SR___ ST___ BU___ RC___ VC___

Agency: _____ Initials: _____

PID# _____

RESOLUTION # 1663

[Grant - Federal Funds]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR FUNDS NOT TO EXCEED $16,617 AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM THE LIBRARY SERVICES AND CONSTRUCTION ACT TO ENHANCE THE PUBLIC COMPUTER WORK STATION AT THE SAN FRANCISCO PUBLIC LIBRARY BLIND AND PRINT HANDICAPPED BY ADDING BRAILLE CAPABILITIES; WAIVING INDIRECT COSTS

WHEREAS, a computer work station which has voice output, scans printed material and enlarges print was purchased with gifts from Pacific Bell, the Bothin Foundation and from the George S. Ladd Chapter the Telephone Pioneers of America, and

WHEREAS, the addition to that work station of a Braille display will enable the Braille user to feel what is on the screen and the addition of a Braille embosser will imprint Braille on paper, and

WHEREAS, this equipment will be available for the use of the public at the San Francisco Public Library for the Blind and serve as a prototype for similar work stations at the new Main Library, and

WHEREAS, the San Francisco Public Library seeks to enhance its ability to reach all San Franciscans including those who cannot read printed material, and

WHEREAS, there are 1,456 San Franciscans who are legally blind and an additional 6,858 San Franciscans who are severely visually impaired, now therefore, be it

RESOLVED, That the San Francisco Public Library is authorized to apply for federal funding not to exceed $16,617 for the purchase of a Braille display and a Braille embosser; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant, and be it

FURTHER RESOLVED, that indirect costs are waived since these funds will be used for a one time purchase of equipment.

RESOLUTION # 1665

[San Francisco - Shanghai Sister City]

IN RECOGNIZING THE WORK OF THE SHANGHAI SISTER CITY LIBRARY COMMITTEE AND PLEDGING OUR COOPERATION IN PROVIDING APPROPRIATE HOUSING OF THE SHANGHAI SISTER CITY LIBRARY COLLECTION IN THE NEW MAIN LIBRARY.

WHEREAS, The Shanghai Sister City Library Committee will facilitate and support the incorporation of current and future collection of materials from China and about China; and

WHEREAS, The book collection will support the needs of the Chinese American Community and provide knowledge to the entire Community on Chinese history and culture; and

WHEREAS, These collections continue to promote the goodwill relationship of the San Francisco and Shanghai Sister City Program; and

WHEREAS, That the San Francisco Public Library will provide adequate space for materials in the New Main collection and will continue to acquire books in Chinese for the community; and

WHEREAS, The San Francisco Public Library is committed to providing books in all languages important to the people of San Francisco as demonstrated by our collections at the Main and Branches in the many languages of our community; now, therefore, be it

RESOLVED, We welcome the support of the Shanghai Sister City Library Committee in expanding and enhancing our collections of over 25,000 books in Chinese in our Main Library and Branches; and be it

FURTHER RESOLVED, That appropriate recognition will be provided for the San Francisco and Shanghai Sister City Library Committee in the New Main Library

City and County of San Francisco
Public Library Commission

Frank M. Jordan
Mayor

James P. Herlihy
President

Virginia C. Gee
1st Vice President

Barbara C. Rosenberg
2nd Vice President

Donna Miller Casey
Steven A. Coulter
Mark A. Orsi
Roselyne C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

DOCUMENTS DEPT.
DEC 20 1993
SAN FRANCISCO
PUBLIC LIBRARY

LIBRARY COMMISSION MINUTES
December 7, 1993

The regular meeting of the San Francisco Public Library Commission was held Tuesday, December 7, 1993, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:35 p.m. by President Herlihy.

II. Roll Call

On roll call, the following Library Commissioners were noted present: President Herlihy; Commissioners Coulter, Gee, Orsi, and Rosenberg. Commissioners Casey and Swig were excused.

III. Approval of the Minutes

It was moved by Commissioner Rosenberg and unanimously approved that the minutes of the November 2, 1993, regular meeting be approved as submitted.

IV. Approval of Consent Calendar

It was moved by Commissioner Coulter and unanimously approved that the Consent Calendar, Resolution #1662, temporary exempt and non-civil service appointments and separations for November 1993, be adopted.

V. President's Report, James P. Herlihy

A. Children's Service Plan

Anthony Lincoln, Director of the Mayor's Office of Children, Youth and Their Families, discussed the Children's Service Plan Draft FY 1994/95, stating that the previously funded Library service programs will remain enforce with an increase of 5% over last year's $425,000.

Linda Asato, Planning Coordinator, stated that the CSP draft addressed the long term success of youth and children by focusing on four themes: School Readiness, targeted at ages 0-6: After School Child Care and After School Enrichment, ages 6-12; Youth Development and Community Service, ages 12-17; and Family Support and Intensive Family Preservation Services.

Ms. Asato expressed that the children's service fund is reserved for nine collaborative projects and for City department programs. She stated that the matching fund was increased to a maximum match of $50,000 and that applicants for the funds were encouraged to be a collaboration of City Departments, educational institutions and community based organizations.

In response to Commissioner Rosenberg, Mr. Lincoln stated that expanding the School Readiness age from 6 to 5 years would be entertained and that pre-natal education would be addressed in the plan along with the collaborative efforts of private schools.

In response to Commissioner Gee, Mr. Lincoln stated the matching fund approach is technically different than last year's and that City Departments and community agencies are encouraged to seek a match and that City Departments applying for this fund will require a three: one match.

Mr. Lincoln concurred with Commissioner Gee's suggestion that the Library's name be referenced throughout the Children's Service Plan document.

In response to Commissioner Rosenberg's suggestion that the Children's Service Plan concentrate on city service and not on legislation, Mr. Lincoln indicated that there was a planning body that felt legislation was the way to bring forth change.

Mr. Lincoln also noted in responding to Commissioner Rosenberg that all FY unencumbered funds are returned to the Children's Service fund and redistributed for the creation of new services.

Neel Parikh, Chief of Branches, briefed the Commission on three aspects of the Children Service Plan that presented problems for branches, stating that the fund caps for material and supplies are limited, the ability to expand children's programs is hampered and that the young adult population is underrepresented in the plan.

Commissioner Gee expressed her concern that under the new themes in the Children's Service Plan the plan not concentrate on one age group and that Ms. Parikh's concerns be considered.

Mr. Lincoln expressed his agency's pleasure in working with Toni Bernardi, SFPL Coordinator of Children's Services.

B. Appointment of Nominating Committee for New Officers for 1994

President Herlihy appointed Commissioner Mark Orsi as Chair and Commissioner Donna Miller Casey as member of the Nominating Committee charged with reporting back to the January Commission meeting recommendations of nominations for officers.

VI. City Librarian's Reports, Kenneth E. Dowlin

A. Status of Library Supplemental

Seema Grover, Department Budget Analyst, advised that the $4 million library supplement had been signed by the Mayor and that the Board of Supervisors Budget Committee hearing on December 15th will discuss which supplementals the Board will fund. Mr. Dowlin indicated that the library remained optimistic that the supplemental to recommend for approval to the full Board. In response to Commissioner Rosenberg, Ms. Grover stated that officially the Library will know if the $4 million is in the budget by the December 15th meeting.

B. BALIS Appointment

It was moved by Commissioner Gee and unanimously approved that Commissioner Donna Miller Casey be recommended to the Board of Supervisors for appointment as BALIS representative for San Francisco.

In response to Commissioner Gee, Mr. Dowlin discussed the difference among BALIS, BAYNET and BALIT stating that BALIS is one of 15 regional public library service systems established under state statute and currently funded 40% by the State and 60% by membership dues. Mr. Dowlin stated that San Francisco is an official member of the East Bay system and that he serves on the administrative council, and that there are South Bay, Peninsula and North Bay system. Mr. Dowlin stated that each public regional library system is required by the State to have a system advisory board that meets quarterly and whose members are non-librarians.
Mr. Dowlin indicated that it has been tradition to have a Library Commissioner represent San Francisco.

Mr. Dowlin defined BAYNET as created by BALIS to include all Bay Area library types and that San Francisco is a member.

Mr. Dowlin explained that BALIT encompasses all Bay Area programs that operate literacy programs.

C. Friends of the San Francisco Public Library report

Jane Winslow, Friends of the San Francisco Public Library Executive Director, stated that they are continuing their pursuit for permanent funding and that at the Friends town-meeting, David Binder, Pollster, reported that out of 550 San Francisco voters polled in support of funding the Library, 13% stated they would vote for a parcel tax, 6% for an assessment district, 53% for a Charter amendment. Ms. Winslow stated that 89% felt well funded Libraries are essential to the quality of life in San Francisco. Ms. Winslow announced that at the Friends' Board meeting tomorrow they will vote on which alternative the Friends will pursue for the June ballot.

In response to Commissioner Rosenberg, Ms. Winslow stated that the polls reflect that setting aside funding for specific priorities might prove to be detrimental when another funding need is identified.

In response to Commissioner Gee, Ms. Winslow stated that the funds will be spent to increase library services, branch hours and the book budget. Ms. Winslow said if the Friends endorse a charter amendment, that wording will be inclusive.

In response to President Herlihy, Ms. Winslow described the ballot process stating that Wednesday, a selection will be made; Thursday, formalize the wording; Friday, file in the City Registrar's Office and the City Attorney's Office; produce the final screening of the wording while gathering signature for the petition and writing language for the voter's handbook.

Commissioner Coulter commented that the ballot argument needs to be clear, short, concise and as compelling as possible for the public.

D. San Francisco Public Library Foundation Report

Martin Paley, Foundation Executive Director, briefed the Library Commission on the status of the New Main campaign and its transition. Mr. Paley stated that 10,000 campaign donors that have helped the campaign pass the $27 million mark and that the balance of the campaign's goal can be identified. Mr. Paley gave tribute to Marjorie Stern, the architectural team and various affinity groups for their contribution to the campaign.

Mr. Paley introduced Sherry Thomas as the Foundation's new Executive Director effective January 1, 1994.

Ms. Thomas advised of the amount collected from various campaign contributors and continued discussion of the Foundations transition.

President Herlihy commended Mr. Paley's leadership of the New Main campaign and Commissioner Rosenberg requested that Mr. Paley receive a new Library card from the Commission.

E. Mission Branch Site

In response to President Herlihy, Mr. Dowlin replied that there are no funds for the Mission Branch temporary site for the 2 year rental period and that a supplemental request was submitted to the Mayor, but that no formal response has been received. Neel Parikh, Chief of Branches, stated that two potential sites have been identified. She expressed community concern and announced that Supervisor Susan Leal has scheduled an Economic Vitality and Social Policy Committee hearing of the Board of Supervisors for Tuesday, December 14th.

F. Reopening Chinatown Branch Renovation Contract Bids

Russ Abel, Assistant City Architect, stated that Chinatown renovation was advertized for rebid last Friday and that bids should be received by December 22nd.

In response to Commissioner Gee, Mr. Abel stated that the rebid process would not extend the construction budget and that there would not be any additional rent money needed for the temporary site.

Commissioner Gee added that it was important to maintain sensitivity to the Chinatown community and she encouraged the Department of Architecture to be accurate and efficient working with the community.

G. ESPII Priority List of Branch Renovations

The scheduling of a priority list of branch renovations for ESPII was referred to the Building and Facilities Committee.

H. Other Reports

1. Muni Day Pass Status

Mr. Dowlin stated that the end of the 90 day trial period for the Library selling Muni Day Passes is December 30, 1993. On December 15th the Controller will provide a citywide analysis of the entire Muni fare structure, and Muni is to determine their long term plan. Mr. Dowlin advised that Muni will be asked to make a report at the January Building and Facilities Committee meeting and that a recommendation will be made at the next regular Commission meeting.

VII. Finance Committee Report, Commissioner Mark Orsi, Chair

A. Commissioner Orsi made the following motions; Commission actions are noted in bold:

Resolution #1663: Authorizing the San Francisco Public Library to apply for funds not to exceed $16,617 available through the California State Library from the Library Services and Construction Act (LSCA) to enhance the public computer work station at the San Francisco Public Library for the Blind and Print Handicapped by adding braille capabilities; waiving indirect costs.
Action: Approved (Attached)

Resolution #1664: Authorizing the San Francisco Public Library to accept and expend funds not to exceed $5,000 available through the California State Library from Title III of the Library Services and Construction Act (LSCA) for improving library services for immigrant populations for FY 1993/94. Indirect costs are not included in these funds.
Action: Approved (Attached)

B. Budget guidelines 1994/95

Commissioner Orsi announced that David Hindel, Mayor's Budget Analyst, briefed the Finance Committee on the Mayor's guidelines for FY 1995/95 and commented on the Library supplementals. Commissioner Orsi reviewed the Mayor's budget instructions of November 8, 1993, and asked the Library Commission to provide specific budget priorities for staff. Commissioner Orsi announced that the Library's budget is due February 1, 1994, to the Mayor's Office and Commissioner Orsi requested a special Library Commission meeting to February 1, 1994, to adopt a budget for submission. Commissioner Orsi stated that all city departments will be facing an 11% budget reduction from FY 1993/1994, translating into a $1.9 million budget reduction from last year's Library budget.

In response to Commissioner Rosenberg, Mr. Dowlin stated that staff is seeking direction from the Library Commission in the form of broad general policy to be refined at future meetings in January.

Seema Grover, Library Budget Analyst, reiterated Mr. Dowlin's statements and noted that the Children's Amendment funds of approximately $3.2 million are a part of the Library budget from which no reductions can be made.

President Herlihy suggested that staff review options other than a reduction in Library open hours and investigate the role of volunteers in achieving the budget reduction. President Herlihy requested a report to the Library Commission on the role of volunteers and what savings might be incurred.

Commissioner Gee expressed that the relationship between the Branches and the Main is family and must be maintained and preserved.

Commissioner Rosenberg agreed that the community expressed that its top priority is to keep the branches open, but she stated that might mean cutting back on open hours.

Commissioner Coulter suggested that the policy position could be to redefine Branches and explore patron use. Commissioner Coulter indicated there are Resource Branches and Reading Centers. He suggested consolidating resources to keep larger Branches vibrant and to reduce service in other Branches, and try to establish a collaborative approach with community organizations and neighborhood groups such as the Neighborhood Council.

President Herlihy acknowledged his support for Commissioner Coulter's suggestion and expressed that there are a number of Branch support groups.

In response to Commissioner Orsi, President Herlihy stated that it was his preference not to prioritized the general direction given to staff, but to provide such guidance at the next Commission meeting.

In response to Commissioner Rosenberg, Ms. Grover answered that she did not have clear policy direction from the Library Commission and she summarized the Commission's suggestions as:

a. maintain hours/do not cut Branches
b. maintain the book budget
c. keep the vision of family, Branches/Main
d. utilize volunteers
e. reclassify what a Branch is and consider turning some into community centers with books
f. converse with the Neighborhood Council

The Commission scheduled a December Finance Committee meeting at and a December Special Commission meeting to discuss the various options to achieve the $1.9 million reduction.

Commissioner Coulter summarized the Library Commission's committed to maintaining all 27 Branch locations and it desire to continue to provide quality Library service, but that budget constraints limit the possibility of offering it in all of the Branches and that voters will have an option to fund all Branches in June. Commissioner Coulter stated that the policy position for the Library Commission is to pull back to a number of Branches that the Library can fully support to offer quality service programs wanted by the neighborhood communities and that for the those Branches that could not be supported in a quality matter, they would be examined for an alternative arrangement with the community until funding is increased.

Commissioner Rosenberg stated that if a neighborhood group could not undertake the necessities of the Branch, closure must be considered.

VIII. Planning Committee

A. **Resolution #1665:** In recognizing the work of the Shanghai Sister City Library Committee and pledging our cooperation in providing appropriate housing of the Shanghai Sister City Library collection in the New Main Library.
Action: Approved (Attached)

B. **Bylaws**

Landis Whistler, Libraries TNT Chairman, expressed his admiration for the professional way Commissioner Coulter and the Planning Committee openly encouraged public input while revising the bylaws.

It was moved by Commissioner Gee and unanimously approved that the bylaws be approved as amended at the December 7, 1993, Library Commission meeting.
(Attachment)

President Herlihy, Commissioner Gee, and Commissioner Rosenberg thanked fellow Commissioners and staff for their efforts in updating the bylaws.

IX. **Building and Facilities Committee**

Incorporated into the City Librarian's Report.

X. **Librarians' Guild**

Jason Gibbs, representing the Librarian's Guild, stated that the Mayor views public safety as an important issue. Mr. Gibbs iterated that the library is a public institution that is part of public safety.

XI. **New Business**

None

XII. **Public Comment**

Landis Whistler stated that he had approached the Senior Action Network in the Mission district to seek support in pursuing funding for the Mission Branch temporary site. Mr. Whistler suggested that if the Mayor could not provide funding perhaps the Foundation could fund the Mission Branch temporary site.

Mr. Whistler requested that the Commission encourage the neighborhood Council to development neighborhood library group outreach programs.

In response to Mr. Whistler, President Herlihy reiterated that the Library Commission was brainstorming giving staff broad general ideas and guidance and was not stating policy, nor making decisions, nor giving directives. President Herlihy stated it was not the intention of the Library Commission to turn over the responsibilities of the Branches, Reading Centers or Resource Centers to anyone other than the San Francisco Public Library Commission.

Marsha Popper, Neighborhood Council member, stated that people want and need quality library services not merely opened library buildings.

There being no additional business, the December 7, 1993, meeting of the San Francisco Public Library Commission was adjourned at 7:42 p.m. in honor of Martin Paley for his visionary leadership as Executive Director of the Library Foundation.

Donna Marion

Donna Marion
Assistant to the Library Commission

12/13/93:dm

Resolution #1662

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF NOVEMBER, 1993. ALSO, SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF NOVEMBER, 1993.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of November, 1993 be approved:

3602 Library Page

Amato, Matthew
Fillius, Christophe
Lamzaki, Demetrios
Moshesh, Irene

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

3602 Library Page

Sherrod, Michael
Stites, James

RESOLUTION # 1663

[Grant - Federal Funds]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR FUNDS NOT TO EXCEED $16,617 AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM THE LIBRARY SERVICES AND CONSTRUCTION ACT TO ENHANCE THE PUBLIC COMPUTER WORK STATION AT THE SAN FRANCISCO PUBLIC LIBRARY BLIND AND PRINT HANDICAPPED BY ADDING BRAILLE CAPABILITIES; WAIVING INDIRECT COSTS

WHEREAS, a computer work station which has voice output, scans printed material and enlarges print was purchased with gifts from Pacific Bell, the Bothin Foundation and from the George S. Ladd Chapter the Telephone Pioneers of America, and

WHEREAS, the addition to that work station of a Braille display will enable the Braille user to feel what is on the screen and the addition of a Braille embosser will imprint Braille on paper, and

WHEREAS, this equipment will be available for the use of the public at the San Francisco Public Library for the Blind and serve as a prototype for similar work stations at the new Main Library, and

WHEREAS, the San Francisco Public Library seeks to enhance its ability to reach all San Franciscans including those who cannot read printed material, and

WHEREAS, there are 1,456 San Franciscans who are legally blind and an additional 6,858 San Franciscans who are severely visually impaired, now therefore, be it

RESOLVED, That the San Francisco Public Library is authorized to apply for federal funding not to exceed $16,617 for the purchase of a Braille display and a Braille embosser; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant, and be it

FURTHER RESOLVED, that indirect costs are waived since these funds will be used for a one time purchase of equipment.

Resolution # 1664

[Grant - Federal Funds]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO ACCEPT AND EXPEND $5,000 IN FUNDS AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM TITLE I OF THE LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) FOR IMPROVING LIBRARY SERVICES FOR IMMIGRANT POPULATIONS FOR THE FISCAL YEAR 1993/94. INDIRECT COSTS ARE NOT INCLUDED IN THESE FUNDS.

WHEREAS, The California State Library has federal Library Services and Construction Act funds available for improving library services for immigrant populations; and

WHEREAS, The San Francisco Public Library has been awarded a grant by the State of California for the purchase of library materials for Spanish-speaking immigrants at Excelsior Branch; and

WHEREAS, The City and County of San Francisco ranks third amongst counties nation-wide for immigrant population, with 34% of residents born outside of the United States; and

WHEREAS, The San Francisco Public Library provides basic information services for immigrants who are refugees, have limited English speaking ability and/or are disadvantaged; now, therefore, be it

RESOLVED, That the San Francisco Public Library is authorized to accept and expend federal funding not to exceed $5,000 for serving immigrant populations at Excelsior Branch; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, That the San Francisco Public Library requests to exempt these funds from indirect costs as the grant does not allow grant funding to be applied towards indirect costs.

RESOLUTION # 1665

[San Francisco - Shanghai Sister City]

IN RECOGNIZING THE WORK OF THE SHANGHAI SISTER CITY LIBRARY COMMITTEE AND PLEDGING OUR COOPERATION IN PROVIDING APPROPRIATE HOUSING OF THE SHANGHAI SISTER CITY LIBRARY COLLECTION IN THE NEW MAIN LIBRARY.

WHEREAS, The Shanghai Sister City Library Committee will facilitate and support the incorporation of current and future collection of materials from China and about China; and

WHEREAS, The book collection will support the needs of the Chinese American Community and provide knowledge to the entire Community on Chinese history and culture; and

WHEREAS, These collections continue to promote the goodwill relationship of the San Francisco and Shanghai Sister City Program; and

WHEREAS, That the San Francisco Public Library will provide adequate space for materials in the New Main collection and will continue to acquire books in Chinese for the community; and

WHEREAS, The San Francisco Public Library is committed to providing books in all languages important to the people of San Francisco as demonstrated by our collections at the Main and Branches in the many languages of our community; now, therefore, be it

RESOLVED, We welcome the support of the Shanghai Sister City Library Committee in expanding and enhancing our collections of over 25,000 books in Chinese in our Main Library and Branches; and be it

FURTHER RESOLVED, That appropriate recognition will be provided for the San Francisco and Shanghai Sister City Library Committee in the New Main Library

City & County of San Francisco
Budget Schedule

Budget submission due to controller	February 1, 1994
Controller's submission due to the Mayor	March 1, 1994
Mayor's budget meetings with departments	March 21-April 15, 1994
Mayor's adopted budget due to the Board	June 1, 1994
Board begins budget hearings	July 18, 1994
Final budget adopted on or before	August 31, 1994

Office of the Mayor
SAN FRANCISCO

FRANK M. JORDAN

November 8, 1993

Department Heads
City and County of San Francisco

Dear Department Heads:

I congratulate each one of you for the dedication and commitment to the City that you showed during the preparation and passage of the City's FY 1993/94 budget. I especially appreciate the strong support and assistance you gave me during this past budget cycle. It was in the face of growing expenditures, a stagnant economy, declining revenues and the state's property tax shift that I submitted a fair-share budget package.

Unfortunately, we are facing continued fiscal problems in FY 1994/95 due to the costly SEIU arbitration package approved by the Board of Supervisors, new service needs, and uncertain revenues caused by the continuing California recession. I am asking you to continue working closely with my Office of Program and Fiscal Policy to develop a responsible budget for FY 1994/95. The following fiscal policies, unless otherwise specified, apply to all City departments. Several departments will receive additional policy directives under separate cover. These budget priorities should be used in conjunction with the Controller's FY 1994/95 City Budget Instructions. Department budget proposals for FY 1994/95 are due in this office by February 1, 1994. **This is a firm deadline that will not be extended.**

Mayoral Priorities

I want to work with all City departments this year to prepare and present a financial plan that concentrates on providing services that are a priority to all San Franciscans. Departments responsible for the care of our children, our elderly, our poor, and other people in need, must continue to provide high quality services. Departments responsible for the protection and safety of our citizens and their property must increase their level of service so our citizens can enjoy and participate in all our City has to offer. Departments responsible for the construction, operation and maintenance of our infrastructure must ensure these operations run efficiently and cost effectively. You have the responsibility and the authority to make our City run better.

I charge each department head to promote and safeguard the following priorities:

- ***Crime, Violence and Drug Prevention***

  My highest priority is protecting our residents; I will not tolerate any acts of violence in the City and County of San Francisco. Because of their connection to crime and violence, drug related activities will also be targeted. I request each department having programs that prevent or reduce violence in the home, on the street, or elsewhere in our City to maintain or improve on present levels of service. Special emphasis must be placed on drug prevention and rehabilitation, and on crime and violence prevention programs.

200 CITY HALL, SAN FRANCISCO, CALIFORNIA 94102
(415) 554-6141
RECYCLED PAPER

- *Increase Police Officer Staffing Levels to Full Strength*

  I am asking the Police Department to increase the number of street patrol officers to the fully authorized strength so we can continue to reduce crime, increase district station staffing, add foot patrols, and make San Franciscans feel safe in their neighborhoods.

- *Maximize Leveraging of non-City Funds*

  All departments must work collaboratively to maximize San Francisco's leverage of local tax dollars with Federal and State aid. All departments which leverage non-City revenues should work with my Office of Program and Fiscal Policy to ensure that these funds are used in the best interests of the city overall. Departments should investigate all opportunities to blend funds with other city departments and use Federal and State waivers as needed to meet program needs.

General Fund Allocation

This year, my Office of Program and Fiscal Policy will give your department a specific General Fund allocation to support your operations. Each department's allocation figure will be issued separately. The allocation will take into account your FY 1993/94 baseline (as defined in your program budget), supplemental appropriations through December 31, 1993, and any carry-forwards from FY 1992/93. I will not accept any department's budget if it exceeds its General Fund allocation.

Prepare your budget using the following directives:

- Absorb all increases in uncontrollable fixed costs, including costs of salary standardization

- Eliminate FY 1993/94 non-recurring expenses

My Office of Program and Fiscal Policy will not approve proposals to fund new programs, expand existing programs, or upgrade existing positions unless you identify a funding source other than the General Fund or an offsetting cost saving that justifies the expansion or upgrade.

Fiscal Year 1994/95 Department Budget

Please submit your department's FY 1994/95 budget in both the Line Item Explanation and the new Program Budget formats. Your Program Budget must include your department's Mission and Program Highlights as well as each program's Purpose, Accomplishments in FY 1993/94, and Objectives/Action Plan for FY 1994/95. Each program must also detail Performance Measures, Staffing, Expenditures and Revenue sources. My Office of Program and Fiscal Policy will work with you to develop meaningful objectives and performance measures. Program funding will depend on the quality, completeness, and justification of the information. Additional program budget information will be issued by my Office of Program and Fiscal Policy.

I want departments to obtain maximum efficiency and effectiveness in their operations. The transition to program based budgeting is the opportunity for you to highlight your successful programs and provide measurable criteria to improve others.

Budget Guidelines

Please adhere to the following guidelines when developing your FY 1994/95 department budget:

- Restructure department with a focus on reducing upper and middle management (describe restructuring plans in detail);
- Place more responsibility on line personnel by reducing the supervisor to line worker ratio to a minimum 1 to 8 (any exceptions to this ratio must be justified);
- Identify and describe every program that receives non-City funds and describe plans to maximize local resources to leverage additional Federal and State funds;
- Reduce the cost of providing administrative services by a minimum of 10% without reducing service levels;
- Reduce travel by a minimum of 10% from FY 1993/94 and provide a department-wide summary narrative of travel stating the purpose, cost, funding source, names, and classification of personnel;
- Reduce overtime expenses by a minimum of 10% ;
- Contract out internal services if it is less costly than work ordering funds to another department;
- Contract out services according to Proposition J guidelines;
- Salary savings shall not exceed 2% of permanent salaries;
- Eliminate a minimum of 50% of all vacant positions;
- Identify every position in the budget and its source of funding, provide both management and vacant position lists, and a complete organization chart, which details both General Fund and all non-General Fund positions **(any position not detailed will be automatically eliminated)**; and
- Do not assume any savings from any future changes in retirement, salary standardization, or benefit rates.

On November 15, my Office of Program and Fiscal Policy will distribute instructions and forms for completing the travel summary, position detail and program budget materials.

Departments, whose budgets contain children's baseline amounts, should provide details of their children's baseline budgets by program, in the program budget format.

Please provide the department's plans for controlling worker's compensation costs, including a description of progress achieved to date, and future planned actions to the Mayor's Office.

Budget Incentives

I intend to propose that departments who under-spend and therefore have an unexpended balance at year end will be allowed to retain a percentage of these balances subject to the Controller's certification of citywide fiscal needs. Departments may use these funds for one-time only projects, infrastructure needs, or equipment purchases. My Office of Program and Fiscal Policy will work with the Board of Supervisors and the Controller to develop a process to reallocate these funds.

Thank you for your continued cooperation and support. I look forward to our combined efforts to develop a responsible budget for all those who live and work in the City and County of San Francisco.

Sincerely,

Frank M. Jordan
Mayor

FMJ/jdh

cc Commission Presidents
Board of Supervisors
John Taylor, Clerk
Harvey Rose, Budget Analyst
Ed Harrington, Controller

INSTRUCTIONS

1. The Notice to Provisional Appointee must be completed whenever a provisional employee is appointed, has the provisional appointment extended, has a change in work schedule or changes from as-needed to regularly scheduled.

2. The original copy of the Notice to Provisional Employee must be given to the employee and a copy placed in the employee's personnel folder in the department.

EXCERPTS FROM CIVIL SERVICE COMMISSION RULES

Section 12.04. PROVISIONAL APPOINTMENT

A. Provisional appointment shall be an appointment to a permanent or temporary position when there is no available eligible.

1. A provisional appointment is time limited to a maximum duration of the hourly equivalent of 130 working days based on the regular work schedule of the employee; however, in no case may the maximum duration exceed one-thousand forty (1040) hours in any class or in any department in a calendar year.

2. Except with the express approval of the General Manager, Personnel, when an eligible list is adopted, all provisional appointments in the affected class shall expire.

B. Provisional appointments may be extended with the approval of the General Manager, Personnel for additional periods of time not to exceed, for each extension, the time limitations specified above.

C. Provisional appointees serve at the discretion of the appointing officer.

D. Provisional appointees shall be separated as provided below at the expiration of the maximum allowable time or upon expiration of the appointee's temporary position.

E. The General Manager, Personnel, shall promulgate policies and procedures for making provisional appointments which shall include provisions that appointments shall be made on the basis of a combination of merit factors, affirmative action and, if promotive, consideration of performance appraisal ratings and seniority.

F. Layoff of provisional appointees due to lack of work, lack of funds or termination shall be as provided elsewhere in these Rules.

G. A civil service appointee who is laid off, terminated or who resigns from a provisional appointment shall return to the appointee's permanent position.

H. A provisional appointee resigning from employment shall complete the prescribed resignation form.

I. Provisional appointees shall acquire, by virtue of serving under provisional appointment, no right or preference for permanent appointment.

Section 12.05 SEPARATION OF TEMPORARY AND PROVISIONAL APPOINTEES UPON EXPIRATION OF TERM OF EMPLOYMENT

A. No temporary or provisional appointment shall exceed the maximum allowable duration provided in these Rules, and upon expiration of that period of time, the appointee shall be separated from the position.

B. The appointee's separation shall be based upon the expiration of the maximum allowable duration or upon expiration of the appointee's temporary position. Such separation shall be without reference to the layoff or termination provisions of these Rules. The appointee shall be notified in writing, 1) at the time of appointment as to the duration of such appointment and 2) at least ten (10) working days in advance of the final date.

Suggested Changes For San Francisco Public Library Bylaws
Amended On November 17, 1993

By Virginia C. Gee, Second Vice-President
and
Donna Miller Casey, Commissioner

Key

[[ ]] = represents deletions
Bold print = represents substitutions or additions

Table Of Contents
Article IV - Officers
Section 3: [[Officers]].....3
Section 3: **General Duties and Responsibilities**.....3

Page 1
Section 3: Authority, Statutory Requirement, Other Laws and Polices
(h) San Francisco's Sunshine Ordinance **[[**effective December 16, 1993)**]]**
(h) San Francisco's Sunshine Ordinance

Page 2
Section 6: Excused Absences
Second sentence
Any absence excused or otherwise in excess of 4 regular **scheduled** consecutive Library Commission meetings and/or Library Committee meetings, excluding illness, may be cause for the Commission President to notify the **said Commission and then** the Mayor of an attendance problem.

Page 2
Section 7: Absence from the State
If any member of the Commission **who** plans to be absent from the State of California for any length of time, **[[**the Commissioner**]]** must first obtain permission form the Mayor and Board of Supervisors through the Library Commission Secretary/Assistant to the City Librarian to obtain a leave of absence.

Page 3
Section 3: **[[**Officers**]] General Duties and Responsibilities**
The President serves as ex-officio member of the San Francisco Arts Commission and other department/agency committee as requested.

Page 4
Section 5: Finance and Operations Committee
4th line
programs; and other operation**al** issues appropriate to the well-being of the Library system.

Page 4
Section 6: Planning and Policy Committee
5th line
year plan; strategic goals including, but not limited to, the

Page 5
Section 7: Building and Facilities Committee
Shall have general oversight for **[[**the Library**]]** construction,

Section 8: Nominating Committee
3rd line, first paragraph
consisting of **[[**three**]] two** members.

Section 3: Meeting Minutes
Minutes shall be taken at every Committee and Commission meeting. **Minutes maybe reviewed in the Office of the Commission Secretary by appointment.**

12/3/93:dm